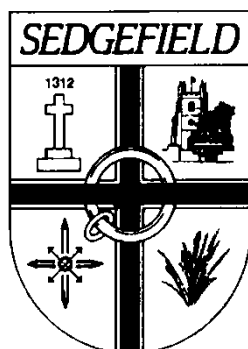


# Sedgefield Town Council



## BUTTERWICK ROAD CEMETERY, SEDFIELD - RULES AND REGULATIONS

*Passionate* about Sedgefield

north east  
england

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

# SEDGEFIELD TOWN COUNCIL BUTTERWICK ROAD CEMETERY, SEDGEFIELD – RULES AND REGULATIONS

## Contents:

	<b>Introduction</b>	<b>4</b>
<b>Part One</b>	<b>Burial Rules</b>	<b>4</b>
<b>Part Two</b>	<b>Definitions</b>	<b>6</b>
<b>Part Three</b>	<b>Rules and Regulations:</b>	<b>7</b>
<b>3.1</b>	<b>Purchasing Grave Spaces and Exclusive Right of Burial</b>	<b>7</b>
<b>3.2</b>	<b>Ownership of Graves and Transfer of Grave Ownership</b>	<b>8</b>
<b>3.3</b>	<b>Arrangements for Burial</b>	<b>10</b>
<b>3.4</b>	<b>Burial Procedures</b>	<b>11</b>
<b>3.5</b>	<b>Grave Aftercare</b>	<b>12</b>
<b>3.6</b>	<b>Memorials</b>	<b>13</b>
<b>3.7.</b>	<b>Cemetery Facilities, Access and Visitor Rules</b>	<b>18</b>
<b>Part Four</b>	<b>Burial Searches</b>	<b>20</b>
<b>Part Five</b>	<b>Cemetery Fees and Charges</b>	<b>21</b>
<b>Part Six</b>	<b>Distribution of Butterwick Road Cemetery Rules and Regulations</b>	<b>22</b>
<b>Part Seven</b>	<b>History of Butterwick Road Cemetery</b>	<b>23</b>
<b>Appendix A</b>	<b>Example of Sedgefield Town Council Deed of Grant</b>	<b>24</b>
<b>Appendix B</b>	<b>Example of Sedgefield Town Council Transfer of Ownership Form</b>	<b>27</b>
<b>Appendix C</b>	<b>Example of Sedgefield Town Council Notice of Interment Form</b>	<b>30</b>
<b>Appendix D</b>	<b>Example of Sedgefield Town Council Notice of Interment of Ashes Form</b>	<b>33</b>
<b>Appendix E</b>	<b>Example of Sedgefield Town Council Headstone Application</b>	<b>36</b>

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

Appendix F	Example of NAMM Certificate of Compliance	40
------------	---	----

**Respectful Note: These Rules and Regulations have been devised for the health and safety of the public, Council staff and contractors.**

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

## **INTRODUCTION:**

**These Butterwick Road Cemetery, Sedgefield – Rules and Regulations were adopted by the P&R Committee on 8<sup>th</sup> March 2021 and will be reviewed at least annually when Cemetery Fees are also reviewed and approved for the subsequent financial year. The Council reserves the right to amend any of the Cemetery Rules and Regulations or fees and charges at any time.**

Sedgefield Town Council's Cemetery Rules and Regulations are regulated by Article 3 of the Local Authorities Cemeteries Order 1977 (LACO) amended by the Local Authorities (Amendment) Order 1986 and any further Regulations made from time to time by the Secretary of State.

Although these Regulations are a necessary requirement for the management of Sedgefield Town Council's Butterwick Road Cemetery, every effort has been made to avoid restricting the rights and choices of the individual. When preparing these Regulations the rights of the individual and the need to ensure that the grounds are safe and tidy have both been taken into consideration (Health and Safety At Work Act 1974).

These Rules and Regulations are to be observed at all times in Butterwick Road Cemetery. The Town Clerk and Head Gardener & Cemetery Superintendent have the authority to act on behalf of Sedgefield Town Council. Anyone visiting the Cemetery must respect these Rules and Regulations.

## **PART ONE: BURIAL RULES:**

- 1.1. All bodies buried in Butterwick Cemetery must now be in a grave and vaults are not allowed.
- 1.2. Only one body can be interred in each newly purchased grave.
- 1.3. Every person who buries a body in a grave, in respect of which an Exclusive Right of Burial has been granted, shall after 6 months which is a reasonable

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

time to allow for natural subsidence of the earth, be allowed to erect a headstone.

- 1.4. A person shall not, in Butterwick Road Cemetery by any violent or indecent behaviour prevent, interrupt, or delay the decent and solemn burial of any body.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

## **PART TWO: DEFINITIONS:**

The following definitions are used throughout these Rules and Regulations to which the following meanings apply:

<b>Definition:</b>	<b>Meaning:</b>
<b>The Deed</b>	<b>The Certificate of Exclusive Right of Burial granted by the Council.</b>
<b>The Owner</b>	<b>The person to whom the Deed is granted and his/her heirs.</b>
<b>The Grave</b>	<b>The piece of ground the exclusive right of burial in which is granted by the Deed.</b>
<b>The Council</b>	<b>Sedgefield Town Council</b>
<b>The Cemetery</b>	<b>Sedgefield Town Council's cemetery at Butterwick Road, Sedgefield.</b>
<b>Burial</b>	<b>The interment of human remains or cremated human remains or the interment of the bodies of still-born children or their cremated remains.</b>
<b>Memorial</b>	<b>Any monument, tablet, head or flat stone and any other construction or thing for remembering the dead, or marking a place of interment.</b>

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

## **PART THREE: RULES AND REGULATIONS:**

### **3.1. PURCHASING GRAVE SPACES AND EXCLUSIVE RIGHT OF BURIAL:**

3.1.1. Grave spaces can be purchased by contacting the Town Council Offices. When you purchase a grave you are buying the exclusive right of burial. The right of burial is given in the form of a Deed. The right of burial is purchased for a period of 100 years, however, you can buy an extension to that right at any time or alternatively you can relinquish that right at any time. If no burial takes place during the purchased (100 year) period and the Council does not receive a request for renewal from the owner of the right of burial, then the Council may grant a renewed right of burial to another person. Every reasonable effort will be made to notify the previous owner of the right, or their personal representative, and give the option of renewal first.

3.1.2. A Deed provides the owner with right of burial in that grave while the actual land remains in the ownership of the Council.

3.1.3. Anyone intending to purchase the exclusive right of burial in a grave space will be allocated the next available plot by the Town Council. Purchase is subject to the following conditions:

- The approval of the Town Council;
- The payment of the sum or sums specified by the Town Council (see Part 5 for fees and charges);
- Any further regulations made by the Town Council.

Note: At this current time, and until the new area of Butterwick Road Cemetery is operational, it is no longer possible to pre-purchase grave plots. The only exception to this rule being that a spouse can pre-purchase the grave next to their already interred spouse.

When the above conditions are met a Deed will be issued as proof of 'ownership' and at the same time details of the purchaser will be entered into

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

the Town Council's Register. It is important that you notify the Town Council of any change of address immediately so that records are maintained correctly.

3.1.4. The purchase of a Deed is necessary should you wish to reserve the right to future burials in the grave or should you wish to install any form of memorial.

3.1.5. The Exclusive Right of Burial is subject to the Town Council's Cemetery Rules and Regulations.

3.1.6 Appendix A contains a copy of the Town Council's Deed of Grant.

### **3.2. OWNERSHIP OF GRAVES AND TRANSFER OF GRAVE OWNERSHIP:**

3.2.1. When the registered owner of a Deed dies, the person organising the burial must provide satisfactory proof of title, usually a copy of the Deed that was issued when the Exclusive Right of Burial was purchased. At the time of arranging the funeral of the current Deed holder, it is recommended that the Deed be transferred to another family member to assist with the smooth organisation of future burials. The following documents may be required for the transfer of ownership:

- Grant of Probate
- Grant of Letters or Administration
- The Will, if there is no Grant of Probate, accompanied by a statutory declaration
- Statutory Declaration

3.2.2 You may transfer your right of burial with the approval of the Council. You will need to prove to the Council that you are the owner of the Deed. A transfer fee of £25 will be charged to cover administration costs. If you are the owner of a Deed, you cannot dispose of any such right without the consent of the Council first (except by Will, descent or marriage). Where the registered owner is alive, the transfer will be a straightforward process. The registered owner can name the new owner and complete an Assignment of Rights prepared by the Town Council.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023



3.2.3 If you receive a Deed through a Will you must contact the Town Council to arrange a transfer. A transfer fee of £25 will be charged to cover administration costs. You will be sent an updated Deed.

3.2.4 Transfer of ownership will be required in the following circumstances:

- The registered owner decided to assign the grave to someone else
- An application is made for a burial in the grave but the registered owner has deceased
- An application to place a memorial/additional inscription on the grave is made but the registered owner is deceased.

3.2.5 If the registered owner died recently it should be fairly easy to identify who has the legal right to deal with the estate, however, if they died some time ago tracing this person(s) may take longer. You will need to find out if a Grant of Probate or Grant of Letters of Administration exists and obtain a copy. If you are unsure then you will need to contact the UK Government Web Archive. Records of Grant of Probate and Letters of Administration can be purchased. If a Grant of Probate or Letters of Administration have not been raised, then a Statutory Declaration will be required, along with a Will if probate was not obtained. Tracing the next of kin may prove difficult so you may wish to contact the General Register Officer on 03000 260600.

3.2.6 Such Exclusive Rights of Burial in purchased ground cannot be transferred except by Will, descent or marriage and on each change of ownership whether by Will, descent or marriage, the person claiming such right is required forthwith to give notice, and at the same time furnish proof of the claim to the Town Council. The name of the new owner will be recorded in the Register of Transfers.

3.2.7 Appendix B contains a copy of the Town Council's Transfer of Ownership Form.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

### **3.3. ARRANGEMENTS FOR BURIAL**

3.3.1 It is against the law to open a grave for burial (including a burial of cremated remains upon the surface of a grave) without the written permission of the registered owner, unless the burial is for that of the grave owner, i.e. the person to whom the Deed is registered. Where the grave owner has previously been buried then, without exception, a new owner must first be registered to re-open a grave for burial or place a memorial or additional inscription upon a memorial.

3.3.2 Requests for burials must be made in writing to the Town Council using the Notice of Interment Form (see Appendix C). The Notice of Interment form must be fully and accurately completed, if not this will lead to a delay in making burial arrangements. Applications for burials should be made to the Town Council between the hours of 9am – 12 noon Monday to Friday. Interments can take place Monday – Friday but special arrangements must be made for Monday mornings and Friday afternoons. Three clear days notice of an interment must be given to the Town Council. The Notice of Interment form or Notice of Interment of Ashes form (see Appendix D) must be accurately filled in and submitted to the Council Offices no later than two clear days beforehand and must include the size of coffin, including handles. No application for burial can be received on Saturdays or Sundays or outside the office hours stated. Funerals must not be arranged without prior confirmation of the time and date of the interment by the Town Council. Please note the Town Council may not always be in a position to accommodate the requested date or time. Afternoon funerals will take place no later than 4pm.

3.3.3 In most cases burial arrangements will be made by the nominated Funeral Director who will advise on Cemetery protocols.

3.3.4 The Town Council's Head Gardener & Cemetery Superintendent, and in their absence the Gardener, will mark the appropriate plot for burial. No burial shall be made without there being at least three feet of soil between the surface of the ground and the top of the coffin.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

3.3.5 Cremated remains can either be buried in a casket or they can be scattered on a grave, the top layer of the grave must be removed by the Head Gardener & Cemetery Superintendent, and in their absence the Gardener, before the scattering takes place. This must be arranged through either a Funeral Director or the Town Council. Cremated remains cannot be scattered in the Cemetery even if Exclusive Rights of Burial have been granted. If you wish to bury cremated remains, you must have permission from the Town Council. Cremated remains need to be in a biodegradable urn or casket. A full size grave may be used for up to three interments of cremated remains.

### **3.4. BURIAL PROCEDURES**

3.4.1 When arrangements are made for mourners to meet at the cemetery, persons intending to arrive before the funeral cortege should be advised to park on the roads in the vicinity of the entrance gates but to leave the actual entrance area clear for the cortege. Mourners should be asked to wait on foot at the cemetery gates for the arrival of the cortege. The time announced for the burial to take place will mean the time that the funeral is due to arrive at the cemetery gates. It is requested that this time be strictly adhered to in order to prevent inconvenience and impact upon others.

3.4.2 Cars arriving in procession with the funeral cortege should follow the Funeral Director and park near to the entrance to the cemetery.

3.4.3 The Certificate of Registration of Death for Burial or Cremation (also known as The Green Form), issued by the Registrar of Births and Deaths, must be given to the member of the Town Council or the Council's appointed grave digger at the Cemetery at the time of interment. Failure to do so will result in the interment being delayed until the Certificate is produced. There will be no exception to this rule. In some instances the following documentation is also required prior to the commencement of a burial:

- Coroner's Order of Burial in cases where an inquest has been held
- Certificate of Cremation for the interment of cremated remains
- Certificate given by a doctor or midwife for the burial of foetal remains

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

3.4.4 Backfilling of graves will not normally begin until mourners are making their way out of the Cemetery. Graves are left slightly mounded to allow for settlement, flowers delivered at the time of the burial will be carefully placed on the grave by Town Council staff or the Council's appointed grave digger upon completion of backfilling.

3.4.5 The grave owner is requested to remove any wreaths or flowers that were placed on a grave after the funeral as soon as they become wilted. A bin is provided on-site for such disposal. Town Council staff will dispose of any obviously dead wreaths or flowers that have not been removed. Town Council staff may remove any dead flowers that are not removed by visitors.

3.4.6 The Town Council will issue an invoice for Cemetery fees and charges immediately after a burial and this must be paid within 28 days of receipt.

### **3.5. GRAVE AFTERCARE**

3.5.1 Grass seeding of the grave plot will be carried out by Town Council staff following a period of settlement of up to 6 weeks during which time the grave will be topped up with soil as necessary. Settling of graves may take longer than 12 weeks depending on weather and ground conditions.

3.5.2 Maintenance and upkeep of graves is the responsibility of the Town Council. The planting of trees, plants or conifers is not permitted and any such items will be removed by the Town Council without notice.

3.5.3 All graves are grassed and will be mown on a regular basis by the Town Council's appointed contractor. Only the Town Council's appointed contractor can undertake this work and personal grass cutting equipment is not permitted in any area of the cemetery.

3.5.4 The Council's staff will top-up graves, remove any object, debris or disallowed objects on the grave or near the memorial (see Section 3.6.7).

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

### **3.6. MEMORIALS**

- 3.6.1 A memorial can only be fitted after a minimum of 6 months following a burial in order to allow time for the ground to settle. The only exception to this is the fitting of a plaque in the Garden of Remembrance which can be immediately done afterwards. No headstone should exceed 1 metre in height. It is recommended that a headstone has an integrate flower holder. Plaques in the Garden of Remembrance need to be a standard square 450mm x 450mm x 50mm or wedge 450mm x 450mm – height 100mm x 50mm and can contain a vase(s) within the plaque itself.
- 3.6.2 A memorial can only be placed on a grave space for which an Exclusive Right of Burial has been purchased.
- 3.6.3 All memorials and cemetery fixtures must be undertaken by suitably qualified memorial masons and erected in accordance with BS8415 and the National Association of Memorial Mason's (NAMM) Code of Practice current at the time of installation. To avoid disappointment please ensure that your chosen stonemason can demonstrate his ability to satisfy these requirements and is a suitably qualified memorial mason registered with the British Register of Accredited Memorial Masons (BRAMM) (see Appendix E).
- 3.6.4 Memorials can be made of natural granite, marble, sandstone, slate, limestone or any other material approved by Sedgefield Town Council. The Town Council reserves the right to prescribe a specific type of headstone in the interests of Cemetery safety.
- 3.6.5 A memorial must be inscribed with the full name of the deceased and the grave reference number must be inscribed on the back or side of a headstone. If one headstone is to span two graves then both grave references numbers need to be inscribed.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

3.6.6 No advertising, canvassing or trademarks are allowed on memorials in the Cemetery except the name of the firm supplying or erecting a memorial which may be cut in small letters on the side or the back of the memorial only.

3.6.7 No memorial can be erected until an application containing description and drawing has been submitted to the Town Clerk and received approval. A copy of this application form can be found in Appendix E. If an application form is not fully completed or information is missing this form will be returned to the sender which will delay the erecting of a memorial. The following conditions apply to memorials:

- No headstone to exceed 1 metre in height.
- Flat stones, kerbstones, fencing or any other form of enclosure or border are not permitted.
- Small fences, trenches or any other types of enclosure or boundary marking are not permitted.
- Stone chippings, decorative stone pieces, pebbles and glass chippings are expressly forbidden due to the health and safety hazards which they pose to grass cutting contractors and other headstones.
- Glass/china/breakable containers/plastic jars are not allowed on graves.
- Potted or planted trees or shrubs are not allowed on or near graves.
- Bird tables, wind chimes and lanterns are not allowed on or near graves.
- Windmills/toys are not allowed on or near graves.
- No form of lighting is permitted on or near graves.
- No tools or equipment are to be left behind a headstone.

If anyone wishes to put items on a grave in addition to those already permitted they must seek the Town Council's permission in advance of placing any such item(s). Permission must be sought by submitting a request in writing to the Town Clerk who will in turn take this to the Council's Policy & Resources Committee for determination. The Town Clerk can be contacted either by letter to Town Council Offices, Sedgefield TS21 3AT or by email to [town.clerk@sedgefieldtowncouncil.gov.uk](mailto:town.clerk@sedgefieldtowncouncil.gov.uk). The Town Clerk will provide in writing the Council's decision along with any other instruction or explanation.

Where any of the non-permitted items listed in 3.6.7 above are found on a grave, without permission having been granted by the Town Council, they will be removed by Town Council staff and retained for a period of one month. An advisory letter will be sent to the last known next of kin. After one month the Council reserves the right to dispose of such materials.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

- 3.6.8 If a headstone does not have a built in flower vase then stand alone holders will be permitted but they must be placed either side of the headstone so as not to restrict grasscutting.
- 3.6.9 Payment must be made in advance of a memorial being erected (see Part 5 for Cemetery Fees and Charges)
- 3.6.10 The Memorial Mason must contact the Town Council at least 14 working days prior to a headstone being erected in the Cemetery to enable the Head Gardener & Cemetery Superintendent, or in their absence the Gardener, to mark the correct grave space. Erecting a headstone can only take place on Tuesday mornings between the hours of 9am and 12 noon. Any Memorial Mason erecting a headstone in the Cemetery without Town Council's prior approval will be asked to leave and may subsequently be excluded from further works. When the Memorial Mason arrives at the Cemetery to erect a headstone which has been authorised they must present a copy of the approved Memorial Application Form to the Council member of staff present. No memorial mason vehicles will be allowed to enter the cemetery. If this form is not presented the Mason will be asked to leave and re-schedule another date to undertake this work. When a memorial is being erected at least one member of the fixing team should possess a relevant fixer's licence (i.e. City and Guilds, National Vocational Qualification or BRAMM). The Memorial Mason is responsible for removing any rubbish following the erection of a headstone.
- 3.6.11 All memorials erected are the sole responsibility of the owner of the grave and this includes all aspects of safety and upkeep of the memorial including any repairs needed caused by vandalism, storm, wind, lightening, cracking or subsidence of footings. The Town Council cannot accept responsibility for the security of, or damage to, any memorial, flowers or adornments placed in or on the grave. The Council are not responsible for any damage to the headstone by Council staff unless this is witnessed at the time of happening. Hearsay cannot be accepted. It is the responsibility of the grave owner to maintain and repair any damage sustained to a memorial. Sedgefield Town Council strongly advises that you take out the necessary insurance cover against accidental

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

damage, theft or vandalism. Your Memorial Mason should be able to advise you about this matter.

3.6.12 The owner of the grave is responsible for ensuring that the memorial is kept in a good state of repair and shall also be responsible for removing the memorial to give access for re-opening the grave should the need arise.

3.6.13 Before any repair work can be undertaken to an existing memorial, or an additional inscription made, permission must be sought from the Town Council (see Appendix E for application form). Work cannot commence until approval has been granted and a permit to work has been issued. Anyone carrying out work without approval or prior notice may be excluded from further works. If any works are carried out without prior approval then the Council may remove the memorial without notice. This will be at the expense of the owner.

3.6.14 Repair work to memorials will only be authorised to take place on Tuesday mornings between the hours of 9am and 12 noon. No vehicles conveying headstones, memorial vases or memorial plaques to the cemetery are permitted in the cemetery.

3.6.15 Hewing or dressing of stones, or work of similar nature, is not permitted in the Cemetery or its grounds. All materials, headstones or other memorials shall be transported in and out of the Cemetery under the direction of the Head Gardener & Cemetery Superintendent and care must be taken to avoid damaging the grounds and footpaths.

3.6.16 The Town Council takes seriously its responsibility to keep the cemetery a safe place for all visitors. Accordingly memorials within the cemetery are constantly monitored for safety reasons and a headstone safety test is undertaken every twelve months. If a memorial is found to be in a dangerous condition the Council will take the following action:

- i) Mark the headstone with warning tape
- ii) Write to the next of kin and give a period of 6 weeks for the headstone to be made safe

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023



- iii) If after 6 weeks no safety work has taken place the headstone will be laid flat, face up over the grave to which it relates.
- iv) If a next of kin cannot be contacted information will be displayed on the Town Council's website, in the Sedgefield Extra and in the noticeboard in the cemetery for a period of 6 weeks before being laid flat.

3.6.17 The Town Council will take the utmost care when undertaking the above tasks it will not be responsible for any alleged damage caused whilst doing so without specific proof that the damage was caused by Council staff and was avoidable. The costs for undertaking the work may be recovered from the grave owner. If the owner of the grave space cannot be traced, further interments may not be permitted until the cost of carrying out the work has been settled.

3.6.18 In the event of a memorial being in a dangerous condition, immediate action will be taken by the Council.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

### **3.7. CEMETERY FACILITIES, ACCESS AND VISITOR RULES:**

#### **3.7.1. Access To Butterwick Road Cemetery:**

Butterwick Road Cemetery is open to the public at all times. No vehicles are allowed at any time into the Cemetery, with the exception of those belonging to Council staff, official grave diggers and grass cutting contractors. Dogs, with the exception of Guide Dogs, are not allowed to enter the Cemetery. Children under 16 years of age are usually expected to be accompanied by an adult when visiting the Cemetery, any children unaccompanied may be asked to leave the Cemetery.

The Town Council may close the Cemetery, or any part of it, to the public for such a time as they may consider necessary. In this event public information will clearly be displayed as to the reason for this closure and the timescale for this closure.

#### **3.7.2. Water Point:**

A water point is provided for use by visitors to the Cemetery. This water point is located at the main entrance to the cemetery on the left hand side opposite the noticeboard. Near to this is a supply of plastic water containers that can be used by anyone. Please return after use.

#### **3.7.3. Footpaths:**

Visitors to the Cemetery are requested to keep to the footpaths and to refrain from touching plants and shrubs. Please note: Town Council staff endeavour to keep paths clear from leaves, rubbish and ice, however, visitors are asked to be careful at all times.

#### **3.7.4. Recycle Bays:**

The recycle bays are not for public use. No wreaths or flowers are to be placed in these.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

### 3.7.5. Cemetery Staffing:

The Cemetery is not staffed at all times. Any enquiries regarding the identification of graves and interpretation of Cemetery Rules and Regulations should be addressed to the Town Clerk at [town.clerk@sedgefieldtowncouncil.gov.uk](mailto:town.clerk@sedgefieldtowncouncil.gov.uk)

### 3.7.6. Visitor Rules:

- Not to obstruct or interfere with employees of the Council in the execution of their duties or to interfere with any burial taking place in the Cemetery;
- Not to access any building or enclosures in the Cemetery, except on lawful business;
- Not to wilfully create any disturbance in the Cemetery or behave in a way that may be a nuisance to others;
- To enter the Cemetery using the entrance provided;
- Not to interfere with any grave or memorial;
- Not to be under the influence of alcohol or illegal drugs;
- Not to gamble or play games or sports in the Cemetery;
- To keep to footpaths and generally to respect the Cemetery at all times;
- Not to bring dogs into the Cemetery (with the exception of guide dogs);
- Not to bury or scatter ashes of pets in the Cemetery;
- Not to consume alcohol while in the Cemetery or to leave alcohol anywhere in the Cemetery;
- Not to play musical instruments or listen to music in the Cemetery without the consent of the Town Clerk;
- Not to offer Council employees any gifts or gratuity;
- To ensure that no demonstrations of any kind are held in the Cemetery without the consent of the Town Clerk.

Please note: There are no public toilets at the Cemetery.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

## **PART FOUR: BURIAL SEARCHES**

If you would like to trace the grave of someone interred at Butterwick Road Cemetery, staff at the Town Council offices can undertake a burial search at a minimum cost of £25.50 per search. Information required to conduct a search includes:

- The full name of the deceased
- The approximate month/year that the person died

This charge is to cover administration costs only.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

## PART FIVE: CEMETERY FEES AND CHARGES

With effect from 1<sup>st</sup> April 2022 the following fees and charges apply:

Interments:			
New single grave	Dig £369	Purchase £268	Total £637
Additional single grave		Purchase £268	Total £268
Ashes in a new grave	Dig £134	Purchase £268	Total £402
Interment of ashes in existing grave			Total £134
Interment of ashes / or plaque only in Garden of Remembrance			Total £134
Purchase / reserve a grave without interment			Total £268
Interment of minor (i.e. child under the age of 12 years)	Dig £185	Purchase £268	Total £453
Right to erect a headstone			Total £73

These fees apply where the person to be interred is or was up until their last 2 years of life, an inhabitant of the Parishes of Sedgfield, Bradbury or Mordon. **In all other cases the fees will be trebled.** There are exceptional circumstances to this policy as below:

1. Person to be interred already has purchased grave (Partners may or may not already be interred). **Ordinary scale of fees apply.**
2. Person to be interred has for the last 2 to 3 years lived outside Sedgfield, i.e. for example health care has necessitated residence in home/other. **Ordinary scale of fees apply.**
3. Person to be interred does not have a purchased grave and has lived outside the Parish between 3-5 years. **Double scale of fees apply.**

[Note: New burial fees will be issued on 1<sup>st</sup> April 2022].

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

## **PART SIX: DISTRIBUTION OF BUTTERWICK ROAD CEMETERY RULES AND REGULATIONS:**

Copies of Butterwick Road Cemetery Rules and Regulations are held by Funeral Directors using this Cemetery in addition a copy can also be viewed at the Town Council Offices during public opening hours of Monday – Friday 9am – 12pm or by telephoning 01740 621273 and making an appointment or via the Council's website ( <http://sedgfieldtowncouncil.gov.uk/sedgfield-cemetery/> ). In addition, a copy of these Rules and Regulations will accompany each Deed of Grant issued by the Town Council.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

## **PART SEVEN: HISTORY OF BUTTERWICK ROAD CEMETERY:**

Butterwick Road Cemetery has been used since approximately 1908. It consists of nearly 4,000 grave spaces and it replaced the old Cemeteries on Beacon Lane and St Edmund's Churchyard when they became fully used.

Cemetery Lodge stands at the entrance to Butterwick Road Cemetery. At one time this was home to the Sexton whose job it was to dig the graves and generally maintain the grounds, as well as attending each and every burial. In addition, the Sexton kept all of the Burial records and accounts. Today this work is done by a combination of Town Council Staff and their appointed contractors. The Lodge is let out privately.

The actual burial areas within Butterwick Cemetery are accessed by walking past Cemetery Lodge up the main pathway between the shrubs and trees.

To the right of the path just before entering the actual burial area is a small paved area with a seat and small memorial. This area is to remember the many stillborn children who were buried here in the past.

The Cemetery's burial area consists of two main sections to the left and right of the pathway. Section B on the left is nearly filled, as any empty spaces have been reserved for future interments. Section A to the right is being used at the present time. Beyond these areas to the right hand side of the covered shelter are the Gardens of Remembrance. These are for the burial of ashes and plaques may be then laid over the plot. The nearby covered shelter is a place where visitors can sit and reflect.

To the far right of Section A is the Winterton Memorial. This remembers the many patients from the Winterton Hospital who were buried here. Many of these were in pauper's graves and have no headstones or markings to remember the person. It was felt appropriate to make sure they were not forgotten.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

## **APPENDIX A : EXAMPLE OF SEDGEFIELD TOWN COUNCIL DEED OF GRANT**

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023



Date .....

**DEED OF GRANT - BUTTERWICK ROAD CEMETERY, SEDGEFIELD**

I enclose herewith Deed of Grant No. .... in respect of Grave(s) No.....  
for which the fee has already been paid. Please retain this in a safe place for future  
reference. If you at any time in the future need to transfer the ownership of this  
Deed you must contact the Town Council.

Finally, also enclosed for your information is a copy of the latest "Butterwick Road  
Cemetery Rules and Regulations". Please note these are reviewed and updated in a  
timely manner so please check with the Town Council periodically for any changes.

Yours faithfully

Dr Jane Ayre

Town Clerk

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2023

No

Date

## Sedgefield Town Council

### EXCLUSIVE RIGHT OF BURIALS

By virtue of the powers to grant exclusive rights of burial vested in the Sedgefield Town Council under Section 214 and Schedule 26 of the Local Government Act 1972, and orders made by the Secretary of State thereunder, we, the Chair and Members of Sedgefield Town Council do hereby grant the exclusive Right of Burial (Single Depth) in Grave Space

..... in Butterwick Road Cemetery in Sedgefield to .....  
of ..... and heirs.

This is for the purpose of burial only and is for a period of 100 years from the date as shown above.

Given under my hand as the duly appointed officer of the Town Council for the purpose of the above Act and Orders.

Dr Jane Ayre

Town Clerk

Note: This grant is subject to the provisions of any Order made under Section 214 of the Local Government Act 1972; A copy of any Order currently in force may be inspected at the Council Office.

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

## **APPENDIX B: EXAMPLE OF SEDGEFIELD TOWN COUNCIL TRANSFER OF OWNERSHIP FORM**

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

I (full name) .....

of: .....

Tel: .....

do hereby assign unto the said (full name): .....

of: .....

Tel: .....

this exclusive Right of Burial in Grave No. .... In

Butterwick Road Cemetery, Sedgefield, which was granted to me by Sedgefield Town

Council by Deed of Grant No. .... bearing the

date of: ....., and all my estate and title,

and interest therein, including the right of erecting a memorial thereon, subject to any

conditions which such right was held immediately before the execution of this deed.

Signature of Current Owner: .....

Date: .....

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

Signature of Proposed New Owner:

.....

Date: .....

**THE CURRENT OWNER MUST ATTACH SOME PROOF OF THEIR IDENTITY (THIS WILL BE RETURNED) ALONG WITH THE ORIGINAL DEED OF GRANT AND APPROPRIATE PAYMENT TO SEDGEFIELD TOWN COUNCIL.**

Office Use Only:

Sedgefield Town Council Witness Name: .....

Signature: .....

Date: .....

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

## **APPENDIX C : EXAMPLE OF SEDGEFIELD TOWN COUNCIL NOTICE OF INTERMENT FORM**

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022



Sedgefield Town Council  
 Town Clerk  
 Tel. Sedgefield 01740 62 1273  
 Fax: 01740 629445  
 Email:  
[town.clerk@sedgefieldtowncouncil.gov.uk](mailto:town.clerk@sedgefieldtowncouncil.gov.uk)

Council Offices  
 Sedgefield  
 Co. Durham  
 TS21 3AT

## **NOTICE OF INTERMENT**

This notice fully and accurately completed must be delivered to Sedgefield Town Council Offices between Monday and Friday 9 a.m. – 12 noon. At least three clear days' notice must be given before the Interment. In each case Saturday and Sunday shall be disregarded.

This form must be completed fully and accurately in accordance with Section 3.4.2 of the Butterwick Road Cemetery, Sedgefield Rules and Regulations (2016). If not this will lead to a delay in making burial arrangements.

1. Full name of person to be buried.
2. Last permanent address of person to be buried (if a minor, the name and address of parents).
3. Age of person to be buried.
4. Date of Death.
5. Place where death occurred.
6. Day and date on which burial is to take place.
7. Time at which the Funeral will arrive at burial ground.
8. Name of Minister officiating.
9. Grave Space (s) Letter and Number.
10. The owner of a purchased grave, if other than the person to be buried, <b><u>MUST</u></b> sign here.
11. Proposed grave – New Single / Re-opener. (Please circle as appropriate).  (Please note double depth graves are no longer allowed in the Cemetery. A further single (side by side) grave may be reserved and purchased at this time). Please ensure this is clearly included in 9. above.
Amount of fees due: £ _____

Invoice:	Receipt:

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

**12. Overall lid size of coffin including handles.**

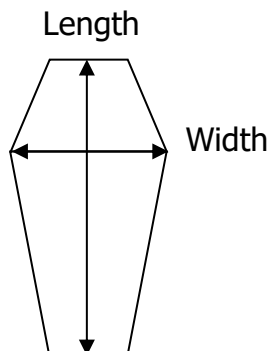
**Please provide actual maximum measurements in feet and inches.**

Coffin Dimensions:

Length \_\_\_\_\_

Width \_\_\_\_\_

Height \_\_\_\_\_  
(from base to lid)



Locking Handles? Yes/No (delete which doesn't apply)

**The Registrar's Certificate of the Death of the Person to be buried (Green Form) must be given to the Council member of staff upon arrival at the Cemetery for the interment. Failure to do so WILL result in the interment being delayed until the Certificate is produced. There will be NO exception to this rule. (See section 3.5.3 of the Butterwick Road Cemetery, Sedgefield Rules and Regulations (2016)).**

**Funeral Director**

**Name:** .....

**Address:** .....

**Postcode:** .....

**Telephone Number:** .....

**Person giving this notice**

**Name:** ..... **Deed Grant Number:** .....

**Address:** .....

**Postcode:** .....

**Telephone Number:** .....

**Signature:** ..... **Date:** .....

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022



## **APPENDIX D : EXAMPLE OF SEDGEFIELD TOWN COUNCIL NOTICE OF INTERMENT OF ASHES FORM**

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022



Sedgefield Town Council  
 Town Clerk  
 Tel. Sedgefield 01740 621273  
 Fax: 01740 629445  
 Email:  
[town.clerk@sedgefieldtowncouncil.gov.uk](mailto:town.clerk@sedgefieldtowncouncil.gov.uk)

Council Offices  
 Sedgefield  
 Co. Durham  
 TS21 3AT

## **NOTICE OF INTERMENT OF ASHES**

This notice fully and accurately completed must be delivered to Sedgefield Town Council Offices between Monday and Friday 9 a.m. – 12 noon. At least three clear days' notice must be given before the Interment. In each case Saturday and Sunday shall be disregarded.

This form must be completed fully and accurately in accordance with Section 3.4.2 of the Butterwick Road Cemetery, Sedgefield Rules and Regulations (2016). If not this will lead to a delay in making burial arrangements.

1. Full name of person to be interred.				
2. Last permanent address of person to be interred (if a minor, the name and address of parents).				
3. Age of person to be interred.				
4. Date of Death.				
5. Place where death occurred.				
6. Day and date on which interment is to take place.				
7. Time at which interment will take place at Cemetery.				
8. Name of Minister officiating.				
9. Grave Space (s) Letter and Number.				
10. <b>Overall lid size of casket including handles.</b> <div style="text-align: center; margin-top: 10px;">Length in feet and inches</div> <div style="text-align: center; margin-top: 40px;">Width at widest part in feet and inches</div>				
Amount of fees due: £ _____ <table border="1" style="float: right; margin-top: 10px; width: 200px;"> <tr> <td style="width: 50%;">Invoice:</td> <td style="width: 50%;">Receipt:</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	Invoice:	Receipt:		
Invoice:	Receipt:			

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

**The Cremation Certificate must be given to the Council member of staff upon arrival at the Cemetery for the interment. Failure to do so WILL result in the interment being delayed until the Certificate is produced. There will be NO exception to this rule. (See section 3.5.3 of the Butterwick Road Cemetery, Sedgefield Rules and Regulations (2016)).**

Name & Signature of person giving this notice: .....

Address:.....

Postcode: .....Date: .....

Telephone Number: .....

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

## **APPENDIX E : EXAMPLE OF SEDGEFIELD TOWN COUNCIL HEADSTONE APPLICATION**

**(Note: This must be accompanied by NAMM  
Certificate of Compliance – see Appendix F)**

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022



Sedgefield Town Council  
Town Clerk  
Tel. Sedgefield 01740 621273  
Fax: 01740 629445  
Email:  
[town.clerk@sedgefieldtowncouncil.gov.uk](mailto:town.clerk@sedgefieldtowncouncil.gov.uk)

Council Offices  
Sedgefield  
Co. Durham  
TS21 3AT

## HEADSTONE APPLICATION

This form **MUST** be completed fully and accurately in accordance with Section 3.4.2 of the Butterwick Road Cemetery, Sedgefield Rules and Regulations (2016).

**Name of Monumental Mason:**

**Date:**

**Address:**

**Grave No.:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Application for approval:** To erect a monument ☐ for an inscription ☐

**Name & Address of Registered Grave Owner:**

.....  
.....

**Signature of Registered Grave Owner:** .....

**Sketch of Memorial**

**Proposed Inscription**

**Material** \_\_\_\_\_

**(Must include grave space number  
on the memorial)**

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

**Type and manufacturer of ground anchor (must be compliant with BS8415)**

**Date to be removed:**

**Date to be fixed:**

- I have to inform you that there is no objection to the above as shown and you now have permission to proceed with the work.
- All works must be carried out on a Tuesday morning between 9 am – Midday and should be by prior arrangement with the Council Offices. All rubble / rubbish must be removed and taken away.
- No Headstones can be installed until a minimum of 6 months after the burial has taken place.
- **A COPY OF THIS APPROVED FORM MUST BE GIVEN TO A MEMBER OF TOWN COUNCIL STAFF AT THE CEMETERY BEFORE INSTALLATION TAKES PLACE.**
- **A COPY OF THE ATTACHED CERTIFICATE OF COMPLIANCE MUST BE ISSUED BY THE MASON TO THE GRAVE OWNER AND SEDGEFIELD TOWN COUNCIL STAFF AT THE CEMETERY FOLLOWING INSTALLATION OF THE HEADSTONE.**

**Please note that in compliance with Headstone Regulations, headstones will be tested on a 12 monthly basis and if they do not meet Regulations they will be laid down.**

**Amount of Fees due: .....**

**Signed: .....**

**(on behalf of Sedgefield Town Council)**

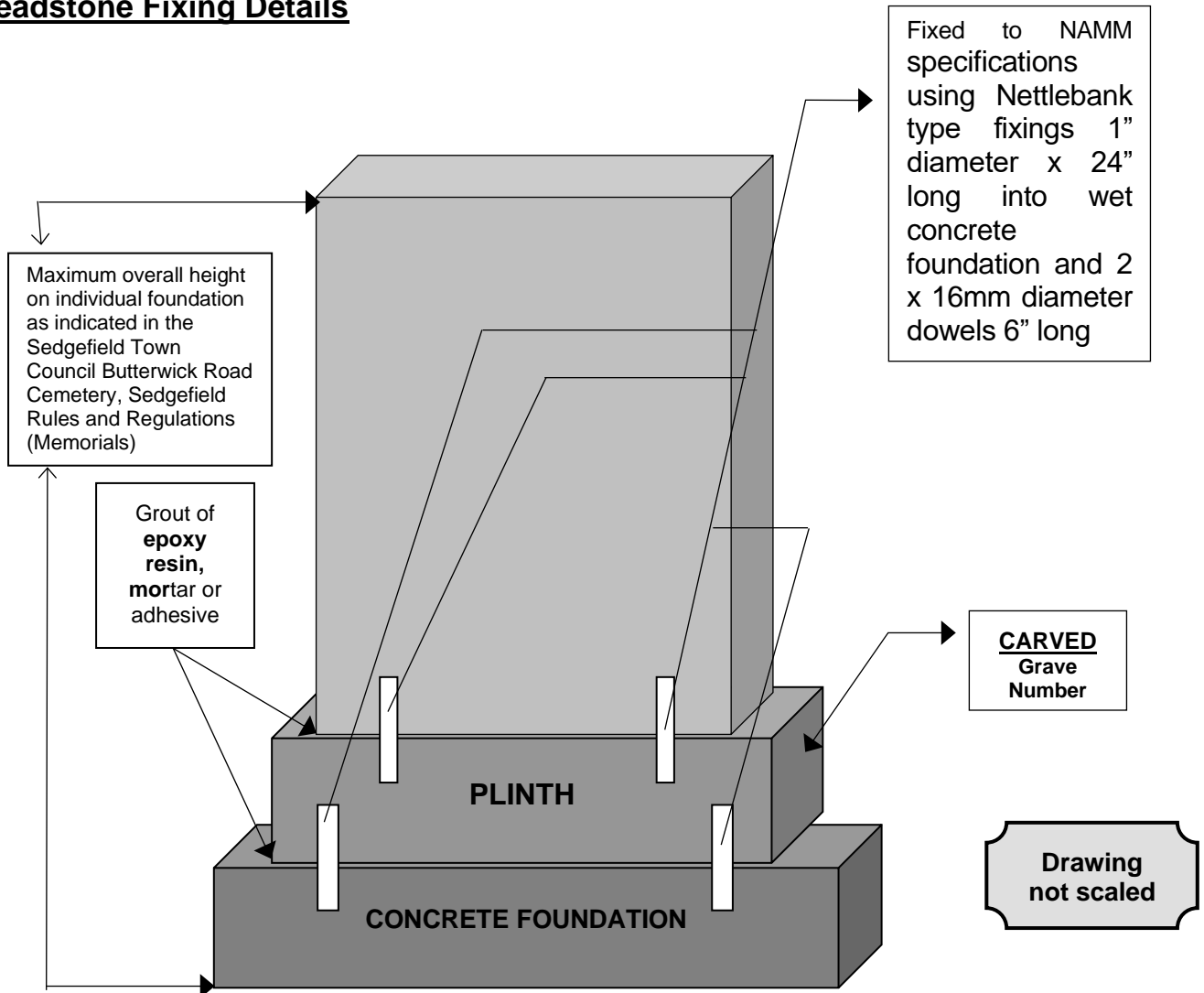
**Date Approved: .....**

Invoice:	Receipt:

Certificate of Compliance	
Received:	
Yes	<input type="checkbox"/>

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

## Headstone Fixing Details



**Please note any changes:**

.....

.....

**(Use additional sheet if required)**

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022

## **APPENDIX F : EXAMPLE OF NAMM CERTIFICATE OF COMPLIANCE**

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022





## NATIONAL ASSOCIATION OF MEMORIAL MASONS

### *Certificate of Compliance*

In respect of the memorial belonging to

Customer name:.....Ref no:.....

Situated at:

Cemetery.....Grave Number.....

Name of Deceased.....

.....(MEMORIAL MASON).

**DO HEREBY CERTIFY THAT ALL THE WORK WE HAVE CARRIED OUT ON THE  
INSTALLATION OF THE ABOVE MEMORIAL COMPLIES WITH BS 8415 SUPPORTED BY  
THE NAMM CODE OF WORKING PRACTICE IN FORCE AT THE TIME OF  
INSTALLATION .**

**IT DOES NOT COVER ANY COMPONENTS PROVIDED BY THE BURIAL AUTHORITY. WE  
ALSO AGREE THAT FAILURE TO COMPLY MAY RESULT IN DISCIPLINARY ACTION**

Signed..... Date.....

If any dispute should arise between the Purchaser and the Seller concerning any  
matter relating to this Certificate, such dispute shall be referred to the

National Association of Memorial Masons  
1 Castle Mews • Rugby • Warwickshire • CV21 2XL  
Tel: 01788 542264  
Fax: 01788 542276

*This Certificate is in addition to, and not in lieu of, any statutory or common law  
rights vested in the purchaser.*

Version:	Adopted:	Officer Responsible:	Next Review:
5.0	14.03.22	Jane Ayre, Town Clerk	February 2022