

**Okehampton Town Council  
Parks Meeting 7<sup>th</sup> February 2021  
Meeting Report**

<b>Date:</b>	27 <sup>th</sup> January 2022
<b>Name:</b>	Emma James

**Clapps Wood –**

**To consider the replanting scheme and resolve to approve the purchase of the trees**

Replanting prices for 25 trees from two different sites for the best prices, as sourced by the Park- Keeper, the trees consisting of:

- 4 x Oak, including the Jubilee tree
- 4 x Beech
- 4 x Goat Willow
- 3 x Hazel
- 4 x Rowan
- 3 x Hornbeam
- 4 x Alder

<b>Details</b>	<b>Cost</b>
25 x Wooden stakes and tree guards	£ 92.20
13 x 6ft trees – including the purchase of the Jubilee Oak	£354.00
13 x 6ft trees	£125.27
	<b>£571.47</b>

**Litter Bins –**

**To resolve to approve the purchase of a replacement litter bin for the area behind Lidl**

**Glasdon Jubilee™ 110 Litter Bin**

The Glasdon Jubilee 110 is an attractive external litter bin. With four large areas.



As this area is occasionally subject to antisocial behaviour and the existing bin has gone missing, I have researched 'robust' bins and recommend the following at the approximate cost of £460.

The bin has been subjected to testing for robustness as can be seen

<https://www.youtube.com/watch?v=Z6Ll9pTjpTw>

WDBC have been collecting the waste from this bin and OTC has not been charged for this service despite it having been transferred to the Council along with the land a few years ago. This needs to be rectified.

The cost of each empty is £3.06.

**To consider a request from a member of the public for a litter bin to be sited in the vicinity of the Primary School and Rugby Club**

The Elipsa Litter Bin is a slim and compact outdoor waste management bin-it logo, bin liner and ground fixing. Smoking control options are



This is a bin from the same company as that above, although not as robust and costs in the region of £143.

Should the Committee resolve to approve this request, the following will also need to be considered

- a) The area in which it should be sited, noting that it would need to be approved by Highways, see map on the following page
- b) The Committee will also need to consider and approve that this bin be emptied by WDBC at £3.06 p/empty
- c) The frequency of the empties required per week.



**Hanging Baskets – To consider the holding of a hanging basket competition in 2022 and the prizes to be offered**

Prizes offered in 2021 were as follows:

- |              |  |
|--------------|--|
| First place  | 3 month parking permit for Simmons Park car park |
| Second place | £15  |
| Third place  | £ 5  |

**Park Run – To consider a request for permission for the event, which will be run weekly on Saturday mornings as previously approved by the Council, to utilise a different route through Simmons Park**

The following correspondence has been received:

Please find attached the potential new parkrun route in Okehampton. It has been altered to meet the requirements of parkrun and some of the challenges the event team have experienced in creating a safer experience for parkrunner's and other users of the area. The first of which is creating a two lap event that is the same on both laps. We now avoid the need to hold up sports traffic on the leat road as part of the first lap.

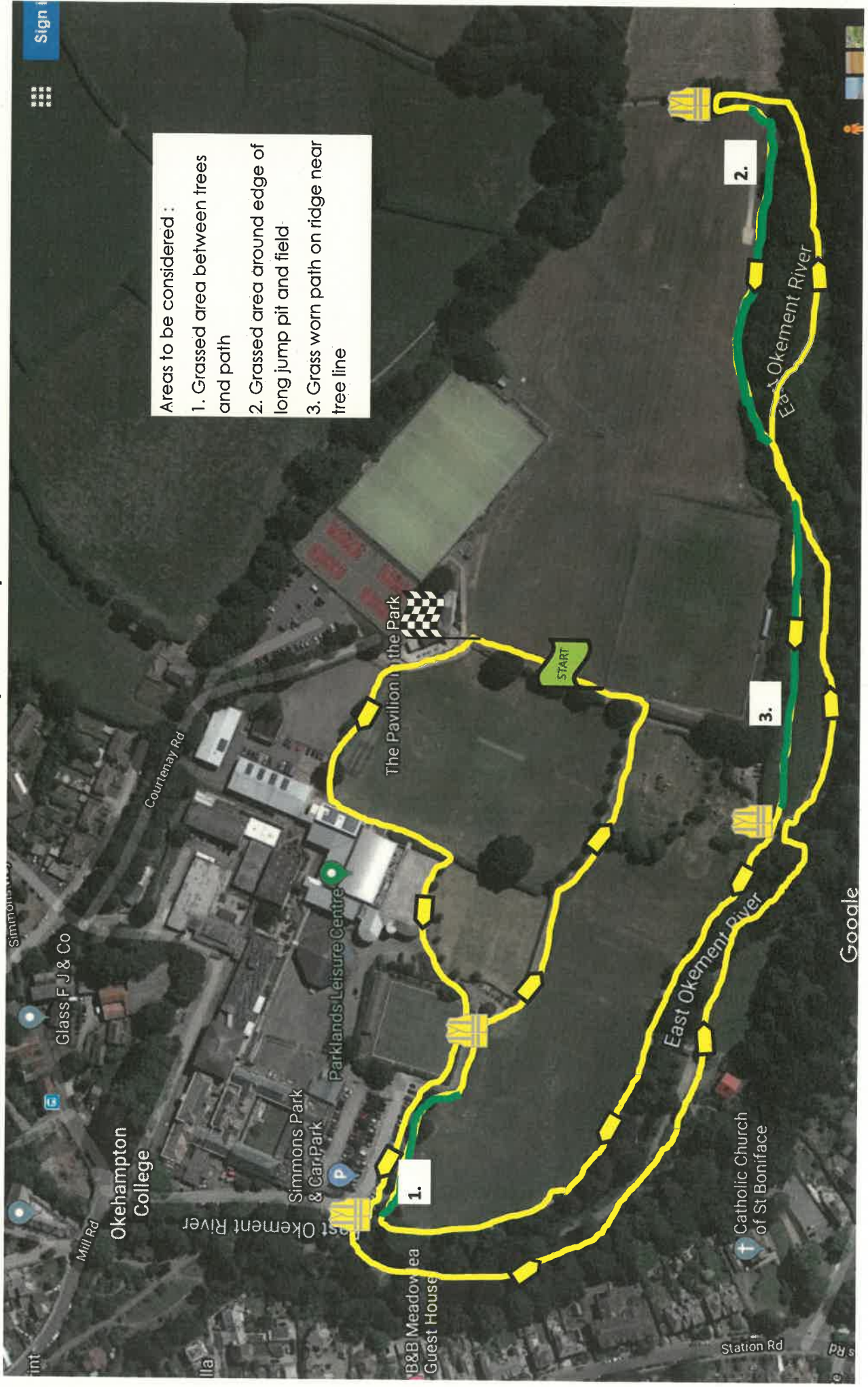
However in creating this new route and following a meeting with our parkrun Ambassador there are 3 tweaks we would like make. I raise these as they will leave established paths and onto grass in 3 places, these are marked in green on the map.

1. Grassed area parallel between trees and path at the Simmons Park car park
2. Grassed area around edge of long jump pit and field
3. Grass worn path on ridge near tree line parallel to the established path

Please take your time to consider the route changes as there is likely to run around 50-100 runners running on these routes twice each Saturday at 9am. If you feel significant damage will be made to the areas I am happy to explore for fundraising or donations to help with finding options to firm up the surfaces (bark chippings/china clay waste).

Once considered please can you confirm in writing your permission for the event to go ahead.

# Okehampton parkrun



**West Bridge Verge Wildflower Seeds – To approve the purchase of additional seeds at the cost of £825.30**

Euroflor Rainbow Perennials	£452.00
Euroflor Rainbow Annuals	£231.00
Euroflor Hope	£142.30
	<hr/>
	£825.30

The seeds are the same as those purchased previously, as agreed by the Committee, and consist of some perennial seeds with the aim of eventually making the area more or less self-seeding year on year with the purchase of a few additional seeds to top it up.



**Cemetery –**

**To note issues with the access and car park entrance/exit to the Cemetery and consider any action to be undertaken**

To consider correspondence in relation to the condition of the surface of the bridleway which is the access to All Saints Graveyard, OTC's Cemetery, and private dwellings beyond

The condition of the road was reported to the Planning Committee on 4<sup>th</sup> October 2021, Min Ref 344 refers as follows:

'On the proposition of Cllr Jessop, seconded Cllr Travers **RESLOVED** to report the complaint regarding the road to All Saints Church to Cllr Samuels DCC, who had previously requested the Council inform her of any problems with the local roads around Okehampton and to question the ownership of the road.'

DCC's Public Rights of Way Warden has advised that the stretch of road in question is classified as a public bridleway and has passed the criteria for use by walkers and riders.

A search of the Land Registry database has revealed that ownership of the road/bridleway is not registered.

Further correspondence sent to DCC from a member of the public has been received highlighting health and safety concerns and requesting that the surface is repaired.

To receive a further verbal update from the Clerk.



Okehampton Town Council

# Okehampton Town Council

## Cemetery Schedule of Fees and Payments – April 2022

FEES AND PAYMENTS are settled under Section 34 of the Burial Act by Okehampton Town Council, effective on and from **1<sup>st</sup> April 2022**. Cheques are to be made payable to Okehampton Town Council.

1. INTERMENTS	Resident	Non-Resident
a. For interment of a coffin in an earthen plot, at single or double depth	£100.00	£250.00
b. For interment of a coffin in an earthen plot, at single or double depth, for a person whose age at time of death did not exceed 16 years	No charge	£50.00
c. For interment of cremated human remains in a burial plot	£80.00	£200.00

The fees cover Okehampton Town Council's administration and associated costs. They do not include any excavation work which should be arranged and paid for through the undertaker, or service fees.

2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES	Resident	Non-Resident
a. Purchase of single plot (up to two burials deep)	£490.00	£1,225.00
b. Purchase of a single plot (up to two burials deep) for a person whose age at time of death did not exceed 16 years	<del>£40.00</del> £0.00	<del>£175.00</del> £50.00
c. Purchase of a plot for person who age at the time of death did not exceed 12 months	<del>£100.00</del> £0.00	<del>£175.00</del> £50.00
d. Purchase of a cremation plot	£100.00	£175.00
e. Extension of Grant for a further 10 years	£323.00	£808.00
f. Assignment to second party	£75.00	£188.00

- The purchase of a plot means that you purchase the exclusive right of burial in a grave but do not actually buy the land that the grave occupies. Purchase means that no burials can take place in that plot without your permission and it gives you the right to purchase a permit to place a memorial on the grave. This right expires after 30 years, when it may be purchased for a further period of 10 years. The fee shall be applicable to the residency applying at the time the extension is applied for, not the residency at the time of the original application. In the case of the person being under the age of 16 years at the time of death, as at b. and c., the full fee for an extension of the grant applies.
- A grave can be purchased for the reservation of future burials
- Fees include the charge for the Certificate of Grant.
- The Council cannot guarantee the suitability of a plot to be used for multiple interments.

3.	MEMORIAL STONES AND INSCRIPTIONS	Resident	Non-Resident
a.	Memorial Stone or Scroll Book (not exceeding 0.91m high x 0.61m wide (3ft x 2ft))	<del>£100.00</del> £140.00	<del>£250.00</del> £350.00
b.	Tablet (not exceeding 0.48m x 0.48m (1½ ft x 1½ ft))	£60.00	£150.00
c.	<del>Subsequent inscriptions</del>	<del>£40.00</del>	<del>£100.00</del>
c.	Removal of memorial stone for the reopening of a grave or addition of a subscription	£0.00	£0.00
<ul style="list-style-type: none"> <li>• Fees include the first <b>and subsequent</b> inscriptions which are to be arranged by the purchaser</li> <li>• Memorial stones and scrolls are not permitted to be placed on cremation plots.</li> <li>• Memorial stones on a child's plot must not exceed 0.61m high x 0.48m wide (2ft x 1½ ft)</li> <li>• Tablets must lie flush with the grass</li> <li>• In order to apply for a permit to place a memorial on a grave, exclusive right of burial must have been purchased</li> <li>• <b>Permission must be sought from the Council for removal of the memorial stone for any purpose</b></li> </ul>			

4.	OTHER CHARGES	Resident	Non-Resident
a.	Search Fees (for burials within Okehampton Town Council's Cemetery only)	£10.00	£25.00
Records prior to 1 <sup>st</sup> April 2021 are provided from information recorded in the Burial Register by Northmoor Team Ministry who were responsible for the burials prior to that date			

5.	DEFINITIONS AND NOTES
a.	'Parishioner' means a person resident with the parishes of Okehampton town or Okehampton Hamlets civil parishes, having been on the electoral role for either parish for a period of not less than three years.
b.	'Non-Parishioner' means a person residing outside of the boundary of either Okehampton town or Okehampton Hamlets civil parishes, or unless they have left the parishes within the previous 12 months; or indefinitely until death in the case that they have moved to a Residential/Nursing Home.
c.	Coffins made from biodegradable materials only are accepted. Non-standard coffins may incur an additional fee.

FOR FURTHER INFORMATION CONTACT:
<p>Okehampton Town Council  Town Hall  Fore Street  Okehampton  EX20 1AA</p> <p>01837 53179  <a href="mailto:cemetery@okehampton.gov.uk">cemetery@okehampton.gov.uk</a>  <a href="http://www.okehampton.gov.uk">www.okehampton.gov.uk</a></p>

## Deed of Grant

When you purchase a grave, the Council will issue you with a Deed of Grant. The Deed is proof of your ownership and is a very important document. You should keep the Deed in a safe place as you may be asked to produce it when you ask for a burial to take place in the grave.

You may purchase a grave in Okehampton Cemetery for a period of 30 years. At the end of the lease you will be given the opportunity to purchase further years. If you choose not to, the rights to the grave will revert to the Council, and any memorial on the grave may be removed.

## Responsibilities of Owners

As the owner, you are responsible for the safety and condition of any memorial on the grave.

Although the Council has responsibilities under Health and Safety legislation to ensure the safety of visitors and staff in cemeteries, the responsibility for the safety of individual memorials rests with the owner. If a memorial becomes dilapidated and/or unsafe, the Council has the right to remove it or make it safe. The cost for any such work can be claimed from the grave owner.

The Council undertakes regular safety checks on all the memorials in the Cemetery. Where possible, the grave owner will be contacted if a memorial is found to be in need of work. The owner would then be given the option of having the work done themselves using a mason of their choice or paying the Council to do the work for them. If neither option is chosen, the Council retains the right to remove the danger presented by the memorial.

In order to keep our records up to date so that we may contact you if necessary, it is important that any changes of address are notified to the Council as soon as possible.

## Responsibilities of the Council

Whether the grave is purchased or not, the Council will maintain it to a decent standard by cutting the grass regularly and ensuring that it is topped up and levelled if it should sink.

The Council will carry out periodic testing of the stability of any memorial on the grave and will contact you if there are any problems. The Council is not responsible for the maintenance of individual memorials.



Okehampton Town Council

## Okehampton Town Council Okehampton Cemetery

**Address:**  
Church Path  
Okehampton  
EX20 1LE

**What 3 Words:**  
scanner.bibs.square

**Contact details:**  
Okehampton Town Council  
Town Hall  
Fore Street  
Okehampton  
EX20 1AA

01837 53179  
[cemetery@okehampton.gov.uk](mailto:cemetery@okehampton.gov.uk)  
[www.okehampton.gov.uk](http://www.okehampton.gov.uk)





## Council Cemetery

Okehampton Town Council is responsible for the newest Cemetery area at All Saints Church. This is known as Okehampton Cemetery and is highlighted in green on the map. The other areas remain the responsibility of the Northmoor Team Ministry.

**Prior to 1<sup>st</sup> April 2021 the Cemetery was managed by the Northmoor Team Ministry. It is now run by Okehampton Town Council under the Local Authorities Cemeteries Order 1977. Management of all aspects of the cemetery is subject to the Town Council's regulations.**

The Cemetery area owed by Okehampton Town Council is unconsecrated.

## Cemetery Regulations

The Council believe in offering as much choice as possible to the bereaved and have kept regulations to a minimum. It is recognised, however, that some regulations are necessary in order to ensure that the cemetery is a safe, attractive, and safe place for all those who visit and work in them.

Full copies of the Council's Rules and Regulations, together with its Memorial Management Policy, are available from the Town Hall. They can also be viewed online at [www.okehampton.gov.uk](http://www.okehampton.gov.uk).

A brief summary of some of the regulations and other factors relating to the upkeep and working of the cemetery are given here.

Okehampton Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the cemetery are welcome, but are asked to respect the special nature of the site, the needs of all users, and safety factors.

Memorials on graves must be of good quality, hard-wearing materials and must be approved by the Council before being fixed. It is recommended that accredited memorial masons are used. More information is available from the Council.

We require cooperation in keeping the grassed area of graves free of pots, plants, and other artefacts. This is so that the grass can be cut using mowers without causing damage or risking injury to the operator and visitors from glass or plastic shards.

We recognise that you may wish to leave tributes, therefore we allow pots and suitable artefacts to be placed at the head of the grave where they are at less risk of damage by mowing. We ask that vases are made

from non-breakable material, as glass or ceramic pots will shatter during winter due to the freezing of any water in them. Broken glass or pottery presents a danger to visitors, staff, and wildlife in the cemetery. Plastic flowers are not permitted. Please think carefully about your choice of container and seek advice from the Town Clerk if necessary.

Please note that if you place articles along the length of the grave, we will not be able to cut the grass for you and the grave may look untidy compared to those around it. We reserve the right to remove the articles and place them at the head of the grave or take them to the Council offices for collection. Please be aware that the cemetery is a community asset and choose items for your grave that are in-keeping and appropriate.

Please note that it may be necessary at some point in the future to excavate the graves surrounding yours. If so, we will need to place boards over the grave and a box to accommodate the soil, and you may therefore not be able to visit the grave for a short while. Please be assured that this will only be necessary where there is no other option, and that the grave will be cleaned and tidied and returned to its usual condition as soon as the burial has taken place.

## Exclusive Rights of Burial

When you purchase a grave, you do not actually buy the land that the grave occupies – that remains in the ownership of the Council.

Purchasing a grave means that you purchase the Exclusive Right of Burial in the grave. This means that no burials can take place in the grave without your permission. In Okehampton Cemetery, purchasing the Exclusive Right of Burial also gives you the right to have a memorial placed on the grave, subject to current memorial regulations and the payment of a permit fee.

If the Exclusive Right of Burial in a grave is not purchased, the Council retains the rights, and may use any remaining space in the grave for further unrelated burials. No memorials are allowed on unpurchased graves.

The purchase of a grave gives you:

- Control over who is buried in the grave
- The right to place a memorial stone or other memorial on the grave
- You can choose to transfer the rights to the grave to another person, but this must be done using an official form available from the Town Council, and is subject to an administration charge. You may bequeath the rights in your Will, but the Executor will need to contact the Council in order to effect the Transfer to the new owner. If you do not leave a will, your next of kin will need to contact the Council for advice on how the rights can be transferred.



Okehampton Town Council

# Okehampton Town Council Cemetery Memorial Management Policy

## Introduction

Okehampton Town Council owns and manages the Cemetery at All Saints Church, Okehampton, known as Okehampton Cemetery. The Cemetery was opened in 2008 and is still in use, with approximately 12 burials per year.

Burial authorities are expected to ensure that the memorials in their cemeteries are safe and do not pose a risk to anybody visiting or working in the site. Older memorials may be neglected and can become worn and damaged over time, thus presenting a danger. Relatively new memorials may be equally as dangerous, however, if they were poorly fixed and are loose on their foundations.

Okehampton Town Council has adopted this policy for the Management of Memorials in its Cemetery.

The policy covers 2 distinct categories:

- A. Existing Memorials
- B. Future Installations

### A. Existing Memorials

Okehampton Town Council recognises that memorials can become unstable and consequently pose risks to the health and safety of members of staff, Cemetery visitors, funeral directors, mourners, contractors and stone masons working in the cemeteries.

In order to comply with its duty of care under the Health and Safety at Work Act 1974 the Council intends to embark on a systematic programme of inspection of all memorials and removing the risk from those that are deemed to present a danger to those working in or visiting the Cemetery.

This policy supplements the Council's health and safety policies.

The strategic aim of this policy is to make the Cemetery a safe place for staff, mourners and all others who may visit or work in the Cemetery.

The regime of inspection and actions has been formulated using the advice contained in the Institute of Cemetery and Crematorium Management's Code of Practice for the Management of Memorials, the Ministry of Justice's Managing the Safety of Burial Ground Memorials and British Standard 8415, with adaptations to suit local conditions. All staff involved in the inspection programme will receive appropriate training regarding inspections, and appropriate training in the safe use of any lifting or other appropriate equipment from the supplier of such equipment. Specialist consultants may be used to carry out the testing in place of Cemetery staff, if necessary.

## Communications

Okehampton Town Council recognises that adverse publicity could be attracted if the reasons for the inspection regime and subsequent actions are not properly communicated to the public prior to the commencement of the programme. To counter this, notices will be placed on the Cemetery noticeboard and the website for a minimum of 3 months before the

programme start date. The notices will explain what is happening and why and will provide contact details for those wishing to find out more. Those who wish to witness their memorial being tested may do so.

It is not deemed feasible or desirable to try and contact every grave owner prior to the commencement of the programme.

### **Responsibilities**

Okehampton Town Council recognises its duty of care under the Health & Safety at Work Act 1974 with regard to the provision of safe places of work for members of staff and the extension of this duty to include the safety of members of the public and others visiting or working in their cemeteries.

The supervision of the memorial management programme will be the responsibility of the Town Clerk.

The owners of memorials have a responsibility to maintain their property.

### **General Risk Assessment**

A general site risk assessment with regard to memorials must be the starting point for the memorial management system. The following factors have been considered for the Cemetery:

- a. **Sizes of Memorials Present**  
It is reasonable to state that the height and size of a memorial directly relates to its potential to do harm. A memorial over 1 metre in height has the potential to cause a death should it fall on an unsuspecting person whereas a modern lawn memorial of 1 metre or under may not cause a death but could cause serious injury. There is only one memorial stone that is over 1 metre in height in the Councils Cemetery. Future memorials will be restricted in height to be less than 1 metre.
- b. **Frequency of Visitation by the Public**  
It is reasonable to state that in a heavily visited Cemetery the potential exists for more people to come into contact with potentially unstable memorials. It follows that volume of visitation must be considered when planning the inspection regime.
- c. **Level of vandalism**  
The level of vandalism in the Cemetery has been considered on the basis that there have been a number of reported deaths of children who have been killed by falling memorials whilst playing in cemeteries across the country. The action of vandals can also give rise to the possibility that their activities may have caused an increase in the number of potentially dangerous memorials. Level of vandalism has been assessed for the Cemetery with due consideration then being made in the general risk assessment for the site.
- d. **Cemeteries Risk Rating**  
Okehampton Town Council owns and manages the Okehampton Cemetery at All Saints Church, as shown on the map at Appendix A. The Cemetery is un-consecrated and is laid out in rows with a path along one side.

The following risk matrix indicates the general assessments made for the Cemetery in relation to memorial size, visitation and vandalism.

SITE	Memorials above 1 metre	Memorials 1 metre and under	Visitation	Vandalism	Site Risk Rating	NOTES
Okehampton Cemetery	One	All others	3	1	3	

Note: 1= low risk, 5=high risk

### Inspection Regime

The initial inspection regime will be divided into the following phases with each phase being conducted in the oldest sections first, followed by the most visited sections:

1. Inspect and make safe where necessary all memorials between 1.0 metre and 2.5 metres in height. There are no memorials over a height of 2.5 metres.
2. Inspect and make safe where necessary all memorials of 1 metre and under.

The inspection of each memorial will include a full visual assessment, hand testing for stability, recording of findings, immediate actions taken and future actions required.

The testing of each memorial, including those found to be in a good and stable condition, will be recorded following which the records will be input onto the office administration system for production of worklists for follow-up actions and notification to grave owners.

### Inspections

#### General

A systematic process will take place starting from the oldest using appropriate statutory plans in order to ensure that all memorials receive appropriate attention.

All inspectors will receive full and comprehensive training in the processes of visual inspection and testing of memorials. If specialist consultants are used, Okehampton Town Council will ensure that they are appropriately qualified and experienced and carry adequate public liability insurance.

The Town Clerk or nominated staff member will arrange for periodic re-inspection of a random sample of memorials in order to ascertain consistency amongst inspectors. Should discrepancies among inspectors be found, it may be necessary for re-inspections of all memorials to take place.

Each memorial will receive a full visual inspection in order to alert the inspector to any potential problems prior to testing taking place. The results of a visual inspection of a memorial are used to assess the risks that might be posed by that particular memorial. The opinion of the inspector is confirmed or otherwise by the physical testing.

In certain circumstances, and in accordance with findings, memorials may be categorised for re-inspection. Re-inspection categories are discussed later in this document.

Following visual inspection of a memorial it will be tested by hand by the application of a steady, increasing pressure.

Specific guidance and information with regard testing of memorials is contained within the risk assessment and safe system of work which follows later in this document.

On finding an unstable memorial immediate action must be taken in order to eliminate the hazard or prevent any person coming into contact with the hazard pending its elimination. Immediate actions could include laying flat, use of a temporary support or cordoning off, but consideration will be given to the severity of the risk and the likely impact the action will have on the appearance of the Cemetery and the potential to cause distress to mourners.

The cordoning off or supporting of a memorial is considered to be a temporary solution with further action being undertaken at the earliest possible opportunity to eliminate the hazard. The Council will place a sign on the cordoned off memorial asking any visitors to contact the office so the situation can be explained. The Council will also write to the registered grave owner, wherever possible, to advise them of the state of the memorial and make recommendations for how this should be resolved.

A general risk assessment relating to inspectors is contained in the following table. **It should be noted that members of the public and others are exposed to the risks identified in items 1 – 6 in the table. The actions identified \* in the table will eliminate or significantly reduce risk to members of the public and others.**

### Memorial Inspection Risk Assessments

HAZARD	RISK	TYPE OF INJURY	ACTION TO REDUCE / ELIMINATE RISK
1. Unstable vertical structure	Fall of structure <b>Risk is increased in relation to size of structure</b>	Impact / crush /fatality <b>Severity increases in relation to size of structure</b>	<b>Stand to side when testing. Check area and make sure visitors, other workers etc are not in the vicinity</b> <b>*Take and record immediate action to prevent any person coming into contact with hazard. Report and record any further actions that are required to eliminate the risk.</b>
2. Detached components	Trip	Impact injuries	<b>Vigilance. *Stack detached components on landing/foundation</b>
3. Small memorials (tablets, vases etc)	Trip	Impact injuries, sprains	<b>Vigilance. *Grass cutting</b> <b>*Raise / erect on slab</b>
4. Uneven ground	Trip	Impact injuries, sprains	<b>Vigilance. *Report subsidence for re-instatement</b>
5. Glass jars	Trip/Fall onto glass object/ Risk of breakage	Cuts, lacerations	<b>Log items for removal. Report for removal. (Regulations)</b>
6. Unauthorised memorials; fences etc	Trip/Fall onto fences	Impact injuries, puncture wounds from fall onto fence	<b>Log items. *Report for removal (Regulations)</b>
7. Aggressive behaviour	Physical assault	All categories of injury	<b>Vacate area. Report to senior manager. Complete incident form. Public awareness campaign relating to memorial management.</b>

**Personal Protective equipment:** Wear appropriate boots at all times. Protective gloves to be worn when handling memorial components or glass objects.

### Visual Inspection

Prior to any physical testing of a memorial a full visual examination must take place. This examination will alert the inspector to any possible faults, which may indicate that the memorial will fail the stability test and thus lead the inspector to take a cautious approach. Unless a full visual inspection is carried out prior to testing the possibility exists for the memorial to fall suddenly on the exertion of minimum pressure thus causing the inspector to fall also.

The visual inspection should take into account all joints, kerbs and corner posts where present, angle of lean, cracks and faults, condition of inscription, whether hard or soft stone, ground conditions and action of nearby trees.

It should be noted that a memorial may appear perfectly fine on a visual inspection but exhibits enough movement to render it unsafe on a hand test. This is particularly the case on lawn type memorials, where it is not always possible to tell how the headstone is fixed to the base, nor the base to the foundation. Conversely, a memorial may be leaning and have cracks between the joints but does not move under a hand test. A visual inspection alone is therefore not a rigorous enough test to proclaim a memorial as safe or unsafe.

### **Testing**

All memorials up to a height of 2.5 metres will be tested for stability by inspectors.

A hand test, as recommended by the ICCM, will be used to establish the stability of memorials.

Inspectors must wear appropriate safety footwear. ~~A safety helmet should be worn when inspecting memorials over 2.5 metres in height and testing memorials between 1.5 and 2.5 metres in height.~~

The inspector must stand to the side of the memorial being tested and apply pressure towards the apex of the memorial in a steady forward motion. Memorials must never be pulled toward the inspector.

The inspector must remain vigilant and ensure that no other person stands within the radius of fall of a memorial being tested.

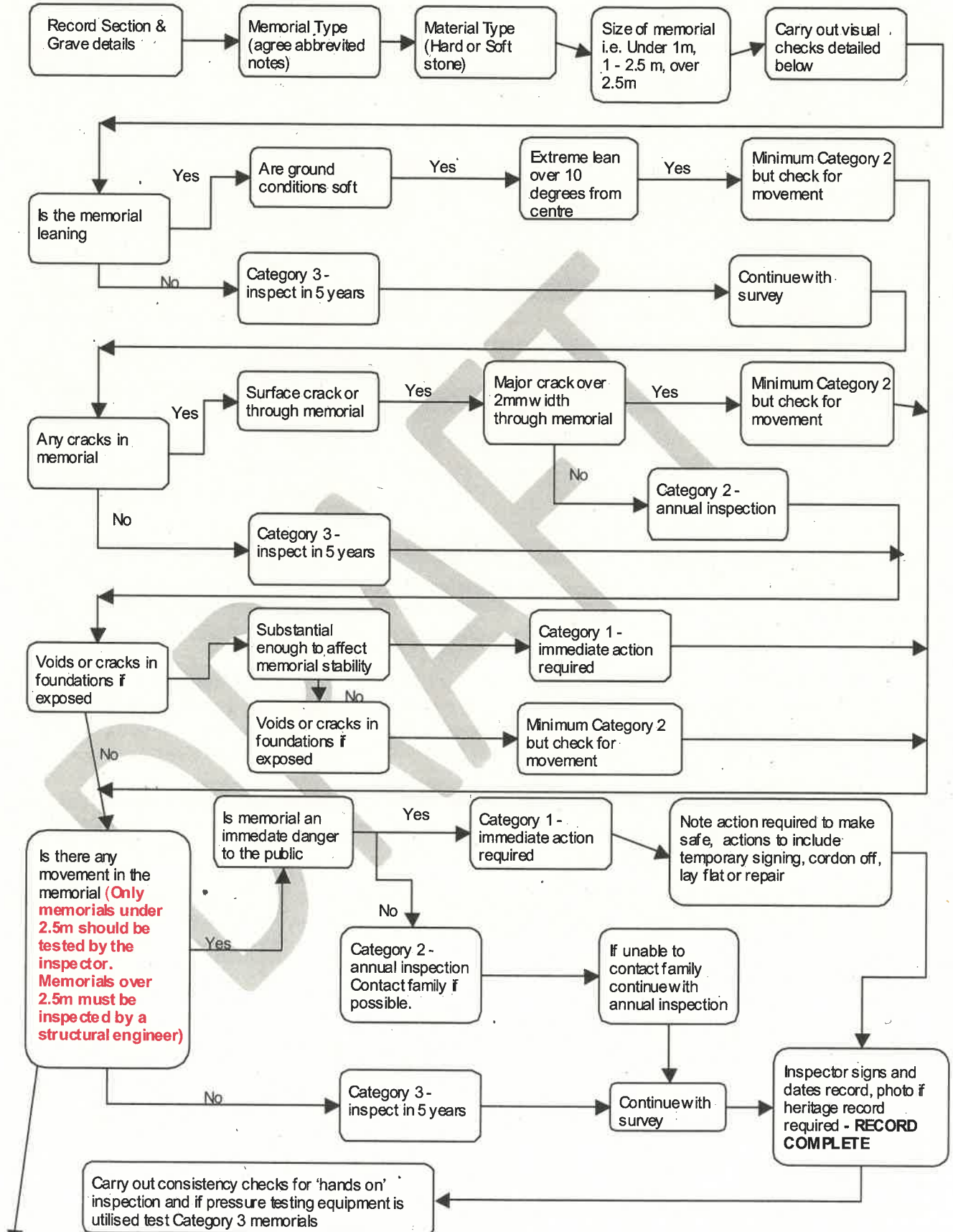
If a memorial moves under the hand test and would continue to move and fall should pressure continue to be applied, the inspector must cease testing straight away and before reaching the maximum test loading. Such memorials will be deemed as unstable and will require immediate action. Immediate actions are detailed in the specific section below.

It is possible that some memorials may exhibit limited movement when the hand test is applied, but they would not fall if the pressure up to the maximum test loading continued to be applied. Such memorials are not unsafe, but the grave owner should be notified so that they can contact their memorial mason to have the memorial repaired if required.

Memorials that are found to be stable should be judged using the results of the visual inspection, current state of deterioration and possible further deterioration prior to placement in a re-inspection category.

The flow chart contained on the following page expands the inspection regime and indicates factors affecting the placement of memorials in re-inspection categories.

## Inspection of Memorials – Flow Chart



**NOTE:** Full visual inspection only is made of memorials over 2.5 metres in height. Where visual inspection indicates that a problem may exist the inspector should take immediate action to cordon off pending full inspection by structural engineer. Structural engineer must inspect all memorials over 2.5 metres in height commencing with those identified by the inspector as possibly posing a hazard.

## **Actions**

### Immediate Actions

Whenever a memorial that poses an immediate danger is identified the inspector must take immediate action to eliminate the hazard or prevent any person coming into contact with the hazard.

Immediate action is limited to cordoning off or installing temporary supports pending the use of lifting equipment. Inspectors must only attempt to lift minor components of memorials.

Immediate actions must be recorded together with further actions that are required. This information will be used to compile worklists for further actions designed to eliminate the hazards.

Immediate actions such as cordoning off or installing supports must only be considered as temporary measures and further actions as described below must be taken to eliminate the hazard.

It is in the best interests of the authority to carry out further actions required as soon as is practicably possible. Should a delay in taking further actions be experienced, supports or cordons that have been installed will require inspection to ensure continued security until such time as further actions are taken.

### Further Actions

Town Council staff will contact the registered owner of any grave to inform them of the stability problems and provide options for dealing with these. In the event that the owner cannot be traced, the Council may take further action to make the memorial safe.

Actions to make the memorial safe may include:

- Laying flat (this should be a temporary measure only)
- Re-erecting the memorial as a monolith, ie burying the lower third of the memorial in the ground
- Having a suitably qualified memorial mason re-fix the memorial to current industry standards.
- If the memorial is derelict and beyond repair, a photographic record should be made and the memorial should be removed and destroyed.

Proper lifting equipment in the form of a gantry with block and tackle will be used to handle those memorials that have been identified by inspectors as being unstable.

Works staff will only tackle memorials of a height less than 2.5 metres.

Only works staff trained in the proper use of the gantry lifting equipment will be permitted to use such equipment. Records of inspection of the lifting equipment and lifting slings that are compliant with the Lifting Operations and Lifting Equipment Regulations will be kept and maintained by the supervising officer.

## **B. Future Installations**

In order to prevent future problems with unstable memorials, Okehampton Town Council strongly recommends that Memorial Masons used to carry out work within Okehampton Cemetery are registered with the British Register of Accredited Memorial Masons (BRAMM). Accredited Masons can be found on the BRAMM website <http://www.bramm-uk.org/find-masons/>

Memorial Masons working within Okehampton Cemetery must:

- Insurance – every business must be covered for public liability insurance to the value of £5 million for any one incident. Similarly, employers liability insurance cover to the value of £10 million



- Health & Safety policy – every business must be compliant with current health and safety legislation.
- Risk Assessment – every business must be compliant with current risk assessment legislation for its practical work
- Written guarantee – every business must provide its customers with a written company guarantee which, at the very least, provides a stability and safety guarantee for a minimum of 10 years.
- BS8415 - every business is expected to have a copy of the British Standard “Monuments within burial grounds and memorial sites – Specification BS8415: 2005” (or updated version currently in force)

All people who purchase the Exclusive Right of Burial in a grave plot, which includes the right to erect a memorial, will be issued with a brochure advising them of their responsibility for ensuring the continued safety of any memorial on a grave.

### **Permits**

Okehampton Town Council operates a permitting system for the installation of memorials on graves within the Cemetery. Memorial masons must submit an application for a permit to erect or carry out any work to a memorial on the form provided by the Council. The application must include details of the memorial, the proposed inscription and the fixing method, together with the permission of the grave owner. On payment of the appropriate fee the Council will process the application, and if all is in order, issue a permit to allow the mason to fix the memorial. Once the memorial has been erected, the mason must return the permit to the Council to demonstrate that it is in place.

### **Checks**

Once a permit has been returned by the memorial mason, Council Officers will inspect the memorial to ensure that it has been fixed on the correct grave and to the correct standards. Any defects or issues with location will be notified to the memorial mason immediately, who must return to the Cemetery as soon as possible to rectify any problems.

Once the memorial has been checked and proven to be satisfactory, it will be placed into category 3, ie to be inspected in 5 years. The category may be reclassified if any issues with the memorial become apparent during the 5 years, or if there is a further burial in the grave requiring the memorial to be removed and re-fixed.



Okehampton Town Council

# Okehampton Town Council

## Cemetery Rules and Regulations

Okehampton Town Council welcomes visitors to the Cemetery at All Saints Church and asks that visitors respect the peace and dignity of the facilities as well as other users. This is a communal space for quiet reflection and remembering loved ones. We thank you in advance for your consideration.

Please make yourself familiar with the Regulations and ask a member of Council staff if there is any aspect on which you require further clarification. Through the Rules and Regulations, we aim to provide a balance between individual rights and information and the need to regulate for a safe, tidy and dignified environment with respect for the bereaved and visitors to the Cemetery.

The newest Cemetery area at All Saints Church was purchased by Okehampton Town Council in 2004 and managed by the Northmoor Team Ministry until 1<sup>st</sup> April 2021 when it was brought in-house and run by Okehampton Town Council under the Local Authorities Cemeteries Order 1977.

These Regulations have been approved by the Town Council in respect of the Local Authorities' Cemeteries Order (LACO) 1977 and will subsequently be updated as required. Copies may be obtained from the Town Council Office, Town Hall, Fore Street, Okehampton, EX20 1AA, or from the Town Council website at [www.okehampton.gov.uk](http://www.okehampton.gov.uk)

Okehampton Town Council is committed to providing excellent customer care and maintenance standards. Our professional, committed and dedicated staff are more than pleased to assist, you need only ask.

### Hours of Opening

The Cemetery will be open to the public daily throughout the year however, please be aware that at certain times access to individual graves may be restricted, for instance when an adjacent grave is being dug. Any disturbance will be kept to a minimum. Okehampton Town Council reserves the right to close all or part of the Cemetery at any time and without prior notice in the interest of public safety. Such closures will be published on the noticeboard situated at the entrance to the Cemetery and on the Council website, [www.okehampton.gov.uk](http://www.okehampton.gov.uk).

### Office Hours

Okehampton Town Council Officers are available to assist you between 9.30am and 4.00pm Monday to Thursday, or by appointment outside of these hours.

Appointments can be made by calling 01837 53179 or alternatively by email to [cemetery@okehampton.gov.uk](mailto:cemetery@okehampton.gov.uk)

### Hours of Interment

Interments may only take place Monday to Friday between the hours of 10am and 3pm, this being the time the last interment at the grave side must be concluded.

The time arranged for the interment is the time it commences at the graveside. If there is to be a service before the interment, sufficient time should be allowed for its duration and the journey to the Cemetery.

### **Notice of Interment**

A provisional telephone booking followed by a written Notice of Interment form, provided by the Town Council, must be submitted to the Town Council at least 4 working days prior to an interment (exclusive of weekends, Public Holidays and the day of interment itself), except when an immediate interment under exceptional circumstances is required. **All information provided must be clear and completed on the Notice of Interment form in order to avoid delays or errors on the day of interment.**

The certificate of burial or cremation or the Coroner's Order for Burial and the appropriate fee must be submitted with the Notice of Interment form wherever possible. The burial may be postponed or delayed if the certificate or Coroner's Order is not delivered prior to the arranged time for the burial.

### **Fees**

The list of burial fees and charges is available from the Town Council and by visiting [www.okehampton.gov.uk](http://www.okehampton.gov.uk). All fees and charges must be paid upon submitting the Notice of Interment. Fees are payable either via card payment (when available), BACS or by cheque, made payable to Okehampton Town Council. Receipts for all payments will be given to the account holder.

### **Grave Spaces**

The depth of every grave is controlled by the Town Council. No grave shall be deepened after the first interment. All coffins or other receptacles are interred in accordance with Part 1 Schedule 2 of the Local Authorities Cemetery Order (LACO), 1977.

No grave shall be excavated until verified **and a grid identifying the location has been provided by a member of** Town Council staff. Contracted grave diggers organised by funeral directors shall adhere to the Town Council's Code of Safe Working Practice which is available from the Council Office or via the Town Council's website. Funeral directors must notify the Town Council of all arranged grave digging.

### **Grave Rights**

A Grant of Exclusive Right of Burial (EROB) may be purchased at any time. An Exclusive Right of Burial is currently granted for a period not exceeding 30 years from the date of purchase.

The Exclusive Right of Burial can be issued in the names of up to **three** people.

A deed for the Exclusive Right of Burial will be issued to the purchaser/s of the grave upon payment of the appropriate fee. The Town Council's records contain the details of the registered grave owners; however, it is important that the grave owners keep safe their Exclusive Right of Burial deed. Possession of the deed does not in itself signify ownership of the Exclusive Rights.

When an interment is not that of the deed holder, consent in writing from the deed holder(s) is required on the Notice of Interment form prior to the interment-taking place.

Ownership of the Exclusive Right of Burial can be transferred either during the owner's lifetime or after their death. Transfer of the Exclusive Right of Burial from the living owner(s) to another individual(s) is done so upon completion of an Assignment Form.

The Exclusive Right of Burial may be transferred on the death of the registered owner to the person or persons entitled to it. In order to establish grave ownership, the person or persons wishing to take up ownership must be able to produce a Grant of Probate or Letters of Administration. If these legal documents have not been applied for or issued, then ownership may be transferred to the executor by Statutory Declaration.

A transferred Exclusive Right of Burial is only valid if it has been registered and acknowledged by the Town Council.

Where no Exclusive Right of Burial exists the Town Council has the right to use unpurchased graves, that have sufficient depth, for further interments. No previous interments will be disturbed in such circumstances.

### **Funerals**

The conduct of all funerals within the Cemetery is subject to the control of the Town Council. Coffins made from biodegradable materials only are accepted. Non-standard coffins may incur an additional fee.

After the interment the grave will be backfilled and any floral tributes will be respectfully placed on the grave.

The Town Council reserves the right to place soil on the graves next to those which are being opened without any prior notice. The soil will be removed immediately after the interment and the grave will be restored to its previous condition. Any work completed will be done in a respectful and sensitive manner.

### **Cremated Remains**

Scattering of ashes is not permitted in the Cemetery. Please do not scatter ashes or attempt to bury them yourself. Cremated remains left at a graveside or scattered without consent may be removed without notice.

### **Exhumation**

Once human remains or ashes have been interred, they can only be removed with the permission of the Town Council and a licence granted by the Secretary of State. Any disturbance of buried remains is deemed to be an exhumation.

### **Memorials**

No memorial of any description may be placed on unpurchased graves.

Only the deed holder/s or someone with written permission from the deed holder/s (when acting on their behalf) may place a memorial on a grave.

No memorial may be placed on a grave without the approval of the Town Council. Memorials must be placed in accordance with British Standard 8415. The maximum size permitted is 0.91m (3ft) in height x 0.61m (2ft) in width, see the Schedule of Fees and Payments for more information.

An application for a Permit to Undertake Monumental Work will only be accepted from approved monumental masons. The appropriate fee must be submitted with the application form.

Memorials may not be placed on burial plots for 12 months from the date of interment. This is to allow the earth to settle and prevent possible damage to memorials. The cremated remains section is exempt from the 12 month waiting period.

Temporary memorials may be placed on graves until a permanent memorial is placed or for a maximum of 12 months from the date of interment. There is no fee required.

Any unauthorised memorials placed on graves shall be removed in accordance with Article 14 of the Local Authorities' Cemeteries Order (LACO), 1977.

All new memorials must have the corresponding grave space number and the name of the monumental mason placed conspicuously on the reverse of the memorial.

Kerbstones, border stones or any kind of boundary marking are not permitted in the Cemetery.

When digging graves in certain areas of the Cemetery we may need to respectfully move memorials and flowers from surrounding graves without notice, to make room for equipment. We will replace memorials in their correct position as soon as possible after the burial.

Prior authorisation is required to be sought from the Town Council before any work is undertaken, including the move of a Memorial to allow the interment of a second burial.

### **Maintenance**

It is the responsibility of the grave owner to maintain the grave and memorial. Should it become dilapidated or unkempt through neglect, the Town Council will take appropriate action in accordance with Article 16 (2) of Local Authorities Cemetery Order (LACO), 1977. This could mean the removal of the memorial.

### **Records**

The location of individual graves is recorded on the Cemetery plans, and in the Register of Burials in accordance with the Registration of Burials Act 1864, Births and Deaths Registration Act 1926 and 1953, Registration of Births and Deaths Regulations 1987 and the Local Authorities' Cemeteries Order 1977. The records are available to view by appointment.

It should be noted that records, including the Burial Register prior to 1<sup>st</sup> April 2021 were the responsibility of the Northmoor Team Ministry.

### **General Regulations**

All visitors to the Cemetery must give due consideration and respect to other visitors, ceremonies and services that may be taking place at the time of their visit.

Grave owners must keep the Town Council advised of any change of address in writing, such notices must be signed by the registered owner.

The entrance to the Cemetery shall be kept clear at all times to allow the entry and exit of emergency vehicles, funerals, and visitors.

For their own safety children under the age of 12 are not permitted to visit the Cemetery unless accompanied by a responsible adult. Children must be supervised at all times.

Bicycles, skateboards or similar equipment may not be ridden in the Cemetery.

Visitors shall not sit, stand or climb on any memorial, gate, fence, tree or hedge in the Cemetery. Visitors should stay well clear of any monuments marked with fluorescent tape as they may be unstable.

We recognise that you may wish to leave tributes, therefore we allow pot plants and suitable artefacts to be placed at the head of the grave where they are at less risk of damage by

mowing. We reserve the right to remove any articles placed along the length of the grave and place them at the head of the grave or take them to the Council offices for collection. We ask that vases are made from non-breakable material, as glass or ceramic pots will shatter during winter due to the freezing of any water in them. Broken glass or pottery presents a danger to visitors, staff and wildlife in the cemetery and any such items found will be removed and disposed of by Town Council staff without notice or taken to the Council Offices. Plastic flowers and astro-turf or similar are not permitted.

The planting of bulbs only on graves is permitted. Any other planting will be removed by Town Council staff and disposed of without prior notification.

Okehampton Town Council reserves the right to remove flowers placed on graves as part of routine care and maintenance. When funeral flowers and wreaths become unsightly, they will be removed for disposal. To avoid undue distress, bereaved family members who wish to retain wreaths or the attached memorial cards are advised to remove these prior to the third week after the interment.

All Christmas wreaths will be removed by Town Council staff for disposal during the last week of January. Bereaved family members who wish to retain wreaths or the attached memorial cards are advised to remove these prior to the above date to avoid any undue distress.

It is requested that plastic wrapping is removed from floral tributes before being placed on a grave.

The Council shall not be liable for personal property brought into the Cemetery or for any damage or loss of memorials or memorabilia.

Photography is allowed for personal genealogy use only. Permission for all filming and photography for other purposes must be obtained in advance from the Town Council.

No alcohol is to be consumed within the Cemetery grounds.

Dogs must be on leads.

Visitors shall not interfere with Town Council employees working in the Cemetery, nor employ them to execute any private work whatsoever. Employees are not permitted to accept gratuities.

Those visiting or carrying out work in the Cemetery are required to follow these Rules and Regulations and any instruction given by Town Council staff.

### **Offences**

In accordance with Article 18 of Local Authorities' Cemeteries Order, 1977 it is an offence to:

- Wilfully create any disturbance in a Cemetery
- Commit any nuisance in a Cemetery
- Wilfully interfere with any burial taking place in a Cemetery
- Wilfully interfere with any grave, vault, tombstone or other memorial, or any plants or flowers
- Play any game or sport in a Cemetery
- Enter the Cemetery when closed to the public unless authorised to do so by a member of Town Council staff

Okehampton Town Council reserves the right to update and amend these Rules and Regulations as and when deemed appropriate. Significant changes to the policy will be communicated as soon as reasonably practicable.

The Town Council can assist or advise on queries relating to the Cemetery. Please contact:

Okehampton Town Council  
Town Hall  
Fore Street  
Okehampton  
EX20 1AA

01837 53179  
[cemetery@okehampton.gov.uk](mailto:cemetery@okehampton.gov.uk)  
[www.okehampton.gov.uk](http://www.okehampton.gov.uk)

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