

Dolbenmaen Community Council
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Dolbenmaen Community Council Burial Rules - dated 18 March 1999 (revised 4th March 2004, 4th October 2007, 3rd July 2008, 7th May 2009, 7th April 2016 and 6th October 2022).

The Cemeteries are managed in accordance with the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 as well as any order provided by the Welsh Government.

Dolbenmaen looks after a total of 5 cemeteries:

1. Mynwent Bethel, Penmorfa (Golan)
2. Mynwent Prenteg
3. Mynwent Tynllan, Penmorfa
4. Mynwent Uwch y Llyn, Pentrefelin
5. Mynwent Pennant, Cwm Pennant

To have the right to burial in one of the Council's Cemeteries, you must comply with the rules below.

Rules

1. The following have the right to be buried in Dolbenmaen Community Council cemeteries:
 - (a) Persons who are electors, and their Spouse (or Partner), who live in the Community of Dolbenmaen.
 - (b) Persons who have lived and their Spouse (or Partner) in the Community for a period of **five years or more**.
 - (c) Children under the age of 18 who have grown up in the Community, or children under 18 whose parents are included in number 1(a) or 1(b) above.
 - (d) In exceptional circumstances an Appeals Sub-Committee will be held, which will include one member from each ward, together with the Chairman or Vice-Chairman, with a minimum of 6 members.

2. Buying a reserved plot for a grave/ashes is not permitted.
3. The owner of a reserved plot is not permitted to sell it to anyone except the Council.
4. Choosing a special burial place is not permitted.
5. No new grave will be sold for any purpose except to bury a body/ashes in accordance with rules 1(a) to (d).
6. In some cemeteries plots are available specifically for the burial of ashes and stillborn.
7. Burial of ashes in a family grave is permitted.
8. The scattering of ashes in a cemetery is not permitted.

Arranging a Funeral

To be permitted the right of burial in one of the Council's Cemeteries you must comply with the rules noted above. The right to permit burial is held by the Council. This can be sought by contacting the Clerk. The Clerk will then consult with the Councillor(s) of the relevant ward. If the local member(s) is/are not in agreement/happy to permit opening a new grave, the decision will be made by the Chairman, who has the right to give consent or convene an Emergency Meeting to discuss the matter.

1. The undertaker is responsible for ensuring that valid liability insurance is in place to cover anyone working for him or on his behalf in the parish cemeteries.
2. It will be necessary to give Notice of Burial to the Clerk of Dolbenmaen Community Council by email at least **three** days before the proposed burial, except in cases of urgency supported by a doctor's certificate. The notice should be submitted by using the official form approved by the Community Council.
3. After receiving permission to carry out a burial, the undertaker must send a death registration certificate or an order or certificate from a Coroner

if an inquest has been held to the Clerk. After the burial, the Clerk will send an invoice to the undertaker.

- 4 **PLEASE NOTE** If the intention is to hold a burial in Uwch y Llyn Cemetery, Pentrefelin, the local landowner, Llifon Jones, must also be notified by phone - 07881681903 - **three** days before the date of the funeral.
- 5 The law regarding times of burial must be adhered to.
- 6 In addition to the form approved by the Council, the purchaser of any grave (or an authorized representative), must submit a written consent form prior to a burial in a reserved grave.
- 7 At least 2 hours must be allowed between each funeral in a cemetery.

Graves - Information for Undertakers

- 1 A normal size for an adult grave is 8 feet long, 4 feet wide and up to 8 feet deep, if it is a grave for 3 burials.

Size of burial graves for cremated remains - one yard square, two feet deep with room for four burial urns.

Stillborn - one square yard up to two feet deep.

- 2 The responsibility for the grave lies with the undertaker from the time when the grave is opened until it is closed after the funeral.
- 3 Anyone opening or closing a grave is responsible for any harm caused while carrying out that work and must hold an adequate and valid insurance certificate. It is the responsibility of the undertaker to verify the details of the insurance certificate.
- 4 It is not permitted to open a grave earlier than three days before the date of the burial.
- 5 No work (including opening and closing the grave), is permitted while a funeral is taking place at the cemetery.

- 6 The contractor is prohibited from using heavy digging machinery within the cemeteries. A small excavator (under 1 $\frac{1}{2}$ tons) is permitted in order to open and re-open a grave - using common sense. If a complaint is received the right will be withdrawn immediately.
- 7 When opening a grave, the topsoil and turf should be put to one side, and the topsoil should be replaced on the surface after closing the grave.
- 8 When re-opening a grave, the undertaker must arrange to move the head stone or commemorative monument either out of the cemetery or place it in a safe place.
- 9 Each contractor, or his agent, who is opening any grave, is responsible for cleaning up afterwards and removing from the cemetery any soil and stones which were not used to close the grave, within a week of the date of the funeral. Otherwise, the Council may undertake to do the work and recover the costs from the undertaker.
- 10 While a grave is open, it is essential that it is covered with suitable material to prevent any person from falling into it.
- 11 When opening each grave, the work will have to be done as follows (including those who wish to use eco-friendly biodegradable coffins) - the grave digger will lay slabs flat along the bottom of the grave, building two courses of blocks along the sides, head and feet to give a height of 18 inches, then concrete slabs will be placed on top of the blocks to form a strong vault. The work must comply with the Local Authority Cemeteries Order 1977 Article 10 Schedule 2.
- 12 For a second burial in a grave, it must be ensured that a layer of soil of at least 6" separates it from the coffin previously buried in the grave.
- 13 No less than 2 feet of soil should be placed above the last coffin from the ground surface.
- 14 It must be ensured that the soil placed in the grave to be closed is firm enough so that the ground does not sink.
- 15 If the undertaker violates any of the above rules, this may affect his right of burial in the Council's cemeteries.

Information for families wishing to make funeral arrangements

- 1 You will have to follow the guidelines set out in the Arranging a Funeral section.
- 2 It will be necessary to use a grave digger accredited by the Community Council.
- 3 Public liability insurance will need to be arranged.
- 4 A certificate from the coffin maker will be required.

Memorial Stone

Information for the Stone Mason

- 1 A plan and description of each memorial must be sent to the Clerk on an **Application Form to erect or re-erect a memorial** for consideration by the Council. See below for the size of permitted memorials.
- 2 Every person who works on a commemorative monument, whether repairing or erecting it, must be experienced and have an insurance certificate for the work.
- 3 The Council's permission must be obtained before moving or erecting a stone. This should be done by sending an email to the Clerk.
- 4 Engraving stones within the cemetery is not permitted.
- 5 A spike or an appropriate rod must be used to anchor a memorial stone.
- 6 When erecting the stone, the person undertaking the work must clear the remaining rubble from the cemetery. Grass turf must be put back neatly on the grave after the stone has been erected.
- 7 No work can be carried out while a funeral is taking place at the cemetery.

Information for the family

- 1 The measurements of each memorial should be as follows -

A memorial on a grave - no more than 3 feet high from the ground and no more than 3 feet across.
Cremated remains memorial - no more than 2 feet from the ground and no more than 18 inches across.
Stillbirth memorial - no more than 2 feet from the ground and no more than 18 inches across.
- 2 Only a lawn memorial will be permitted on every new plot in all the Council's cemeteries. It is not permitted to place kerb stones around the grave.
- 3 If there is no space on a memorial to add a name it is permitted to place a stone to rest on the existing memorial measuring no more than 20" x 10". If there are kerb stones on the grave it must be placed within them.
- 4 No writing is permitted on the back of the memorial stone apart from the stone mason's name which should be placed towards the bottom in letters no more than 1" high or with a relevant sticker
- 5 Any permanent flower vase must be part of the memorial.
- 6 The use of glass, china, plastic is not allowed. The Council can take the appropriate steps to remove them.
- 7 It is not permitted to release balloons or lanterns; or install balloons, solar lights, wind chimes or any item that emits light or sound. Such items are considered to have a detrimental effect on the character of the cemeteries or on the tranquillity expected by funeral parties and visitors.
- 8 Digging the soil or planting on the grave is not permitted, nor is scattering any gravel or creating small gardens in lawn cemeteries.
- 9 It is the responsibility of the family to clear the grave of any flowers, flower frames etc within a month of the burial.

- 10 The representatives of the memorials should maintain and keep them in good condition. All representatives are notified (if the contact details are known) when a monument needs to be repaired, and if it is not repaired within a specified time, the Council can act to make the memorials safe. In cases of risk to the public, this means that the Community Council must act without giving advance notice to the family.
- 11 The Council is not responsible for any additional items placed on a grave. The family is responsible for everything placed on a grave. In circumstances where there is a perceived risk to the public, the Council will take appropriate steps to remedy the situation.

General

- 1 The registers of the cemeteries are kept by the Clerk. The registers can be viewed by prior arrangement. There will be a fee for providing copies.
- 2 Only the Council's official contractors have the right to use herbicide.
- 3 Dogs are not allowed in the cemeteries except for guide dogs, assistance dogs or hearing dogs.
- 4 No work of any kind is permitted in the cemetery without obtaining the consent of the Council and informing the Clerk.
- 5 It is the responsibility of all those visiting the cemeteries to take their litter from there or put it in the waste bins provided.
- 6 Children under 16 visiting the cemeteries should be accompanied by a responsible adult.
- 7 Under the Local Authority Cemeteries Order Act 1977 anyone who -
 - Wilfully create any disturbance in a cemetery;

- Wilfully interfere with any burial taking place in a cemetery;
- Wilfully damage a memorial stone or any flowers;
- Play games in a cemetery

could be subject to legal proceedings.

- 8 The Council will inspect the cemeteries regularly.
- 9 The Council reserves the right to review the Rules and Charges as required.