Burial Policies and Procedures

New Cemetery • Adopted 2 November 2026

1 Background

Cyffylliog Community Council is a burial authority under the Burials Acts 1852–1906 and the Local Authorities' Cemeteries Order 1977 (SI 1977/204). It is responsible for administering burials and maintaining the "New" Cemetery.

The Community Council is also responsible for managing and maintaining the closed graveyard within St Mary's Parish Church (also known as the Ancient Churchyard). This policy and its procedures relate to the "New" Cemetery only.

2 Legislation and guidance

- Burials Acts 1852–1906
- Open Spaces Act 1906, sections 9 and 10
- Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970
- Local Government Act 1972, section 214
- Local Authorities' Cemeteries Order 1977 (SI 1977/204)
- Disused Burial Grounds (Amendment) Act 1981
- Guide for Burial Ground Managers – Department for Constitutional Affairs (2005)

3 Authority to bury

Before a burial takes place, the applicant or funeral director must provide the appropriate authority to bury, normally a certificate issued by the Registrar of Births and Deaths or a coroner's order. A copy must be provided to the Clerk on or before the day of burial. Appropriate documentation for the interment of cremated remains must also be provided.

4 Fees

Fees for interments, permissions to erect or maintain memorials and additional inscriptions are set at the discretion of the Community Council and reviewed annually as part of the budget-setting process. The current schedule is at Appendix 1. The same fees apply to parish residents and non-residents whose burials are approved.

5 Right of burial and eligibility

Eligibility

Any resident of Cyffylliog Parish may apply in advance to be buried in the Cemetery. The executors or representatives of a person who dies while resident in the parish may also request burial there.

Applications concerning former parish residents will be considered where the person moved directly from the parish into a hospital, care home or hospice outside the parish, or moved directly from the parish to be cared for by relatives outside its boundary.

Non-parish residents

Applications for the burial of persons who were not residents of Cyffylliog Parish may be considered at the discretion of Cyffylliog Community Council. Each application will be considered on its individual merits, taking into account any previous connection to the parish, family circumstances and the availability of burial space. Prior approval must be obtained from the Community Council before any burial arrangements are confirmed. The same burial fees shall apply to residents and non-residents.

Allocation of graves

The Council allocates grave spaces and grants permission for individual interments. Payment of an interment fee does not constitute purchase of the grave or the grant of an Exclusive Right of Burial. The Council does not operate a scheme for the sale of Exclusive Rights of Burial. Any valid rights granted historically will be respected.

6 Burials

Burials must be arranged through a funeral director, who is responsible for arranging a competent person to open and close the grave. The person arranging excavation must provide the Clerk with details of the grave digger's competence, experience, insurance and safe method of excavation, including precautions against grave collapse and risk to the public.

Burials shall not normally take place before 9.00 am or after 3.30 pm Monday to Thursday, or before 9.00 am or after 2.30 pm on Fridays. Saturday burials are permitted by prior arrangement with the Clerk. Burials are not permitted on Sundays.

The funeral director or other person arranging the funeral must provide sufficient bearers to convey the coffin reverently from the hearse to the graveside. Only one burial may take place in the Cemetery at any one time.

All bodies for interment must be contained in a sealed container, such as a wooden coffin, bearing the identity of the deceased. Metal or other non-biodegradable coffins, caskets or containers are not permitted.

No coffin shall be buried with any part less than three feet (915 mm) below adjoining ground level, subject to any exception expressly permitted by applicable legislation and authorised by the Council.

Graves are normally dug to accommodate a coffin 78 inches long and up to 26 inches wide. Advance notice must be given if a coffin exceeds those dimensions; an additional fee may be payable where agreed in advance.

When a grave is reopened, human remains must not be disturbed and offensive soil must not be removed. Except in the case of a multiple burial as permitted by law, a layer of earth at least six inches (150 mm) thick must separate the coffin from any coffin previously interred.

The finished surface of a grave must not be raised above immediately adjoining ground level. The grave digger must remove surplus spoil from the Cemetery; spoil must not be deposited on adjacent graves or plots. Graves must be re-turfed at the conclusion of interment.

7 Headstones and memorials

The Council may permit a simple headstone on an allocated grave. Permission for a headstone is included with the relevant first-interment fee, but does not confer ownership of the grave or an Exclusive Right of Burial.

A headstone may be erected only once the earth has settled, and not before twelve months after interment. Its dimensions and design must be submitted to the Council for approval before installation. The installer must remove all rubble and spoil from the Cemetery on completion.

Permission must be obtained before any additional inscription is made following a subsequent interment. The Council's permission for a second inscription is included in the relevant subsequent-interment fee.

The family or person responsible for a memorial is responsible for its upkeep and should consider obtaining insurance. The Council will take reasonable steps to manage memorial safety in the Cemetery. Where a headstone appears unsafe, reasonable efforts will be made to contact the responsible family or relatives. Where necessary, the Council may take proportionate safety action, including making a memorial safe or removing it.

Kerbs alongside graves are not permitted because they restrict cemetery maintenance.

8 Cemetery maintenance

Cyffylliog Community Council undertakes to maintain the surface of grassed graves, pathways, hedges and common areas for a period not exceeding 99 years. Families remain responsible for maintaining gravestones during this period.

Families may ask the Council to maintain gravestones on their behalf. The Council is not obliged to agree. If it does, the specification and any applicable charges must be agreed in advance.

9 Care of graves

The family of the deceased is normally responsible for tending the grave after burial. This may include planting where permitted, placing flowers and wreaths, and periodically cleaning and maintaining any headstone.

Deep-rooted plants and trees of any species are not permitted. Families should seek the Clerk's confirmation before planting where suitability is uncertain.

Floral tributes and wreaths must be removed within 14 days after interment. Anyone wishing them to remain longer must contact the Clerk no later than 10 days following interment. Christmas wreaths should be removed by the end of January each year.

The Council may remove dead flowers, weather-damaged artificial flowers and other tributes to maintain the Cemetery. Glass items, wires, lights and similar items are not permitted. Items deemed inappropriate or creating a danger or obstruction to staff, equipment or visitors may be removed without notice.

The compost bin at the Cemetery entrance should be used for dead flowers and plants.

10 Notification of burial

The person responsible for effecting a burial must ensure that notification of the date and place of burial is delivered to the Registrar of Births and Deaths within 96 hours, in the prescribed manner. The Clerk will administer the Council's notification procedure using the relevant registrar's certificate, coroner's order or authorised electronic process, as appropriate.

11 Records

The Community Council maintains plans identifying graves, vaults and grave spaces, together with a register of burials. Information on inspection of these records may be requested from the Clerk. Where records are published online, the relevant links should be made available on the Council website.

12 Cemetery safety and conduct

The Council inspects and maintains the Cemetery pathways, but gritting or salting will only be undertaken in exceptional circumstances. Visitors should take particular care during icy or wintry conditions.

The Cemetery is open to the public from 9.00 am until dusk. Visitors must not cause disturbance or nuisance, interfere with a burial or grave, play games or sports, or enter or remain when the Cemetery is closed.

Dogs are permitted only on a lead and must not be allowed to foul within the Cemetery. All visitors must behave quietly and respectfully. Council representatives may ask anyone behaving inappropriately to leave.

Appendix 1 – Schedule of fees and charges

Adopted 2 November 2026. There is no higher rate for non-parish residents. Applications by non-residents remain subject to the Council's eligibility policy in Section 5.

Ref	Description	Fee
1	First interment in a grave (includes Council permission for a simple headstone and initial inscription)	£170
2	Subsequent interment in an existing grave (includes Council permission for an additional headstone inscription)	£70
3	First interment of cremated remains in a grave (includes Council permission for a simple headstone and initial inscription)	£70
4	Subsequent interment of cremated remains in an existing grave (includes Council permission for an additional inscription)	£70
5	Interment of a stillborn child or a child aged under 18, including Council burial and memorial permission fees	No charge

The fees above are charged by the Community Council. Funeral director, grave-digging, memorial manufacture and installation charges, where provided by third parties, are separate unless otherwise agreed. The Welsh Government's child burial fee waiver arrangements apply to relevant services.

Policy history

Previous policy adopted: 27 March 2024. Revised policy adopted: 2 November 2026. Next review: November 2027, or sooner if required.