

Notice of the next Council Meeting.

Parish Council Office: 1A The High Street, Langton Matravers, Dorset BH19 3HA

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960) & Local Government Act 1972 s100

Parish Councillors,

You are hereby summoned to attend the following meeting:

Meeting of...	The Full Council: Langton Matravers Parish Council
Time...	19:00hrs (N.B. Clare Jennings presentation starting at 18:30hrs)
Date...	Thursday 9 th October 2023
Place...	Langton Matravers Village Hall

County Councillor, the National Trust and Members of Public are cordially invited to join the meeting

Yours faithfully



Michelle Harrington Parish
Clerk & RFO

2nd November 2023

PLEASE NOTE CLARE JENNINGS THE DORSET COUNCIL COMMUNITY RESILIENCE LIAISON OFFICER IS GIVING A PRESENTATION ON COMMUNITY RESILIENCE FROM 18.30HRS (JUST BEFORE THE MAIN MEETING) PARISH COUNCILLORS, COUNTY COUNCILLOR, NATIONAL TRUST REPRESENTATIVE AND MEMBERS OF PUBLIC ARE CORDIALLY INVITED.

AGENDA

1123-32. APOLOGIES FOR ABSENCE

To receive apologies of absence and to approve the reasons given. (Local Government Act (LGA) 1972 s85 (1))

1123-33. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

1123-34. NATIONAL TRUST REPORT

To receive a report from the National Trust.

1123-35. DORSET COUNCILLOR'S REPORT

To receive a report from the South East Purbeck Ward Member of Dorset Council.

1123-36. PUBLIC PARTICIPATION.

Questions from members of public.

1123-37. MATTERS ARISING FROM PUBLIC PARTICIPATION.

To discuss any matter arising from the Public Participation agenda item.

1123-38. PLANNING AND LICENSING MATTERS – (APPENDIX UPDATES ONLY)

To receive and consider all planning and licensing matters. N.B. Any application received after the agenda publication date may still be considered during the meeting. For an up to date list of applications to be discussed please check the website.

- a. Application No: P/FUL/2023/04287
Location: Little Acorns Valley Road Harmans Cross BH19 3DZ
Proposal: Erection of 1no. dwelling
- b. Application No: P/HOU/2023/05272
Location: 50 High Street Langton Matravers Swanage BH19 3HB
Proposal: Rearwards extension to stair enclosure to form a lobby on the means of escape from the property.
- c. To note Dorset Council Panning decision since the last meeting.

1123-39. PREVIOUS MEETING MINUTES – APPENDIX

To confirm the minutes of the last Council meeting. (LGA 1972 sch 12, para 41(1))

1123-40. MATTERS ARISING FROM THE MINUTES (NOT COVERED ELSEWHERE ON THE AGENDA).

To note any matters arising from the minutes not covered elsewhere on the agenda.

1123-41. CLERKS REPORT: - APPENDIX

To discuss and agree the report and any recommendations contained within (Full details on individual recommendations are within the Clerks report supporting papers)

- a. Correspondence
- b. Budget for FY 24-25
- c. Phone & Broadband providers.
- d. Cloud Next Sub User and website
- e. Action Log

1123-42. FINANCIAL MATTERS - (APPENDIX UPDATES ONLY)

To discuss financial matters plus any recommendation and agree away forward.

- a. Monthly income and expenditure
N.B. Any invoice received after the agenda publication date may still be considered during the meeting. For an up to date list of invoices to be discussed please check the website.

Expenditure

Councillor- Reimbursement	26.60
Starboard Systems Ltd	565.20
XLN	80.72
Ink N Toner	96.29
Amazon	15.58
Viking	184.80
Water 2 Business	611.63 (392.09 Allotments, 219.54 Toilets)
Cleaning, Salary, Pension, HMRC	TBC
Total	£1,580.42

1123-43. NATIONAL TRUST - ACTIVITY PROVIDERS MEETING

To receive a verbal report from Cllr Christie regarding the National Trust - Activity provider meeting held Tuesday 7th November 2023.

1123-44. CHAIRMAN'S ANNOUNCEMENTS

To receive a report from the meeting Chairman.

1123-45. PORTFOLIO HOLDER / LEAD COUNCILLOR REPORTS

To note any update from:

- a. Ways & Means (including finance, HR, legal & governance)
- b. Planning & Housing
- c. Highways and Transport
- d. Parish Amenities (including Cemetery, allotments, playground and woodland trail)
 - To discuss the Cemetery Rules and Regulations and possible new forms.
 - To discuss fees for both the Cemetery and Allotments.
 - To approve delegated powers for the Clerk to accept an application to become a "Council Approved" Funeral Directors or Stone Mason.
- e. Parish infrastructure (including street lighting, toilets, bus shelter, parish office and utilities)
- f. Quarries / Agriculture
- g. Community & Communications (including surgery, school liaison & grant application)
- h. Environment and Tourism
- i. Emergency Planning.

1023-26. FINANCE MATTERS

1023-26(a) A list of income and expenditure formed part of the agenda, noting an updated list was submitted during the meeting. this was discussed and noted. Updated expenditure noted as:

10-Oct	DAPTC – Clerks Conference	£15.00
11-Oct	Linda McMorrow	£449.50
11-Oct	Hygiene Rolls Direct	£17.20
11-Oct	Cleaning Items	£6.79
11-Oct	BDO LLP	£378.00

The expenditure of £3,848.01 was agreed, and the income of £20,670.61 noted.

ACTION: Clerk to process payments.

1023-26(b) Cemetery and Allotment fees. It was agreed the Governance Working Party would put forward a recommendation.

Action: Clerk to arrange a Governance Working Party meeting.

1023-27. COASTEERING CODE OF CONDUCT

A copy of the previous year's Coasteering Code of Conduct was submitted before the meeting, this was discussed.

It was noted currently in the Code of Conduct states "The bird breeding ban must be observed between 1st March and 31st July. The western edge of Dancing Ledge is affected by this for Coasteering. Refer to BMC website for further information."

It was agreed Langton Matravers Parish Council most strongly request the paragraph be amended to read: "The coastal area under Hedbury Head, (i.e. the entire cliff/coastal area between the Western edge of Dancing Ledge and the Eastern edge of Hedbury quarry) shall be a total exclusion zone for ALL activities during the bird breeding season (1st March – 31st July)".

It was agreed Cllr Christie put the request forward during the National Trust / Activity Providers meeting being held early November.

A discussion was held around the section of the Code of Conduct titled "Transport & Vehicles" It was agreed Cllr Vaughan-Arbuckle would circulate via email suggested changes for this section. It was agreed Councillors could comment via email and to confirm a specific request Cllr Christie put forward during the National Trust / Activity Providers meeting.

1023-28. WOODLAND TRAIL

Cllr Christie stated no issue has been raised to him in the past month. It was agreed to monitor the situation and discuss in the future when necessary.

1023-29. DAPTC UPDATE

It was agreed Cllr Christie request Neil Wedge as DAPTC Chief Executive issue a statement giving clarification regarding recent events within the Purbeck Area Committee structure.

Action: Clerk to draft a letter to Neil Wedge on behalf of Cllr Christie, asking he issue a statement with clarification as to recent events within Purbeck Area Committee structure.

1023-30. CHAIRMAN'S ANNOUNCEMENTS.

Noting to report

1023-31. PORTFOLIO HOLDER / LEAD COUNCILLOR REPORTS

Portfolio Holders / Lead Councillors were invited to give a verbal update within their area:

j. Ways & Means (including finance, HR, legal & governance) - Nothing to report.

k. Planning & Housing - Nothing to report.

l. Highways and Transport

Cllr Vaughan-Arbuckle stated the Traffic Regulation Order (TRO) for the Langton Matravers Parish Council 20mph application was issued by Dorset Council today. In anticipation of this Cllr Vaughan-Arbuckle had circulated a draft leaflet encouraging residents to make comment on the TRO.

It was agreed the leaflet should be printed as presented and a copy placed through the door of all homes within the proposed 20mph application. Cllr Vaughan-Arbuckle requested Councillors help with the leaflet distribution.

Action: Clerk to print 200 copies of the approved poster.

Action: Cllr Vaughan-Arbuckle to draw up a proposed route for each Councillor who agreed to help with the leaflet distribution.

Thanks were given to Cllr Vaughan-Arbuckle for all his hard work on this project.

- m. Parish Amenities (including Cemetery, allotments, playground and woodland trail)
It was agreed the submitted documents for the Cemetery would be postponed and the Governance Working Party would discuss and present a recommendation at a future full Council meeting.
Action: Clerk to arrange a Governance Working Party meeting.
- n. Parish infrastructure (including street lighting, toilets, bus shelter, parish office and utilities - Nothing to report.
- o. Quarries / Agriculture - Nothing to report.
- p. Community & Communications (including surgery, school liaison & grant application)
Cllr Sutton stated during the Coffee Pot this month a healthy discussion had taken place around a Citizens Advice booklet with refer to how we can make savings and be eco-friendly.

It was noted Cllr Sutton intended to make contact with the school this term to start building a working partnership.
- q. Environment and Tourism – It was noted this year has been a record year for migrant species birds. With birds from American having never been seen in the UK before, now being seen in abundance.
- r. Emergency Planning. Nothing to report.

1023-32.

DATE OF NEXT MEETING

The next meeting:

Date: Thursday 9th November 2023

Location: Langton Matravers Village Hall

Time: 19:00

Closed at 20.44

Clerks Report.

1. Relevant Correspondence received (not newsletters or generic emails)

No correspondence received not date.

2. Budget for 2024-25

All Councillors are invited before the budget is discussed next month to send me an email if there is a specific NEW project they would like to see included in the budget for next year. Any suggested new Projects will be added as recommendations with budget implications alongside.

3. Office Phone Line

We currently pay £67.27 per month for the phone line, and broadband to the office. As a cost exercise the Clerk has investigated and has found the following:

BT Digital Phone & Broadband Usually £54.95 +VAT for 24 months however on offer at present at £39.95. This includes a Smart Hub, Digital Phone line & a Hybrid Connect device. (The Hybrid Connect switches your broadband to 4G if there's a problem. BT promise the connection won't drop or they'll give us our money back.)

BT Digital Phone & Broadband Usually £39.95 +VAT for 24 months however on offer at present at £30.95. This includes a Smart Hub & Digital Phone line.

Recommendation: To approve a change in contractor to BT. To approve option 1 if still on offer at £39.95 + VAT per month, otherwise to approve option 2 the BT Digital Phone & Broadband usually priced at £39.95 + VAT for 24 months. To approve setting up a direct debit to cover the monthly payments.

4. Cloud Next Sub Users and Website

Sub-Users: Within Cloud Next we have the ability to have a main administrator plus sub users. The Administrator oversees the day to day running of the account, including resetting passwords if a user was to forget their password. If the administrator is on holiday and a user forgets their password there is no means to reset the password until the administrator returns.

Recommendation: To set up Cllr Christie and Cllr Golob as Sub Users.

Website: Through Cloud Next we have the website www.langtonmatravers-pc.gov.uk registered and waiting for us to use. If Council wish to move the website to the new domain, there are a couple of options:

- Leave the current site (<http://langtonmatravers-pc.org>) and ignore the gov.uk domain
- Leave the current site and develop a new look site on the gov.uk domain. Go live when ready and at that point close the old site down.
- Move the old site to the gov.uk domain, and then change the old site to remove all pages and replace with a re-direct page.
- Have 2 duplicate sites running.

Recommendation: To leave the current site and develop a new look site on the gov.uk domain. Go live when ready and at that point close the old site down.

5. Action Log

Action Number (year number / consecutive number)	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed) - Yellow action required during next meeting.	Present at last meeting	Complete
1023-31d	11-Oct-23	Clerk	Parish Amenities - New Cemetery rules and document	Clerk to arrange a Governance Working Party meeting.	16-10-23 Email sent to Cllrs with suggested dates for meeting over next 2 weeks. 24-10-23 Email sent to Cllrs with suggested dates for meeting over next 2 weeks Reminding Cemetery Memorials to be installed shortly therefore need new regs in place. 02-11-23 Governance WP discussed and documents ready to present to full Council Nov 23	Nov-23	y
1023-31c	11-Oct-23	Clerk	Highways - 20mph	Cllr Vaughan-Arbuckle to draw up a proposed route for each Councillor who agreed to help with the leaflet distribution.	Leaflet drop completed	Nov-23	y
1023-31c	11-Oct-23	Clerk	Highways - 20mph	Clerk to print 200 copies of the approved poster.	Leaflet drop completed	Nov-23	y
1023-29	11-Oct-23	Clerk	DAPTC Update on PA Committee Structure	Clerk to draft a letter to Neil Wedge on behalf of Cllr Christie, asking he issue a statement with clarification as to recent events within Purbeck Area Committee structure.	25-10-23 Draft letter sent to P Christie, returned with suggested amendment, then ready to send 26-10-23 sent to DAPTC, 01-11-23 response received, confidential to LMPC	Nov-23	y
1023-26b	11-Oct-23	Clerk	Parish Amenities - Cemetery & Allotment Fees	Clerk to arrange a Governance Working Party meeting.	16-10-23 Email sent to Cllrs with suggested dates for meeting over next 2 weeks. 24-10-23 Email sent to Cllrs with suggested dates for meeting over next 2 weeks 02-11-23 Governance WP discussed and agreed WK to compile new fees based on agreed % increase.	Nov-23	y

1023-26a	11-Oct-23	Clerk	Finance - Monthly Payments	Clerk to process payments.	Processed	Nov-23	y
102325d	11-Oct-23	Clerk	Scribe Set up - Reserves	Clerk to arrange a Governance Working Party meeting.	16-10-23 Email sent to Cllrs with suggested dates for meeting over next 2 weeks. 24-10-23 Email sent to Cllrs with suggested dates for meeting over next 2 weeks, also stated as now completed first draft of budget to work from that for reserves. 02-11-23 Governance Wp discussed and document ready to present to Council. Will be presented in December along with Budget		
1023-25b	11-Oct-23	Clerk	Letter of Thanks	PAT Testing was carried out for free	25-10-23 Letter Sent	Nov-23	y
1023-25b	11-Oct-23	Clerk	IT Setup Help	Clerk to arrange for Peter Andrews from Whizzbits to meet up with Cllr Loudoun and Cllr Vaughan-Arbuckle to help set up gov.uk on appropriate devices.	25-10-23 Email sent to Pete Andrews. 26-10-23 Email received stating Peter is happy to come over and help Paul & Ian. He estimates it will take between 1 -2 hours in total to have both set up. 27-10-23 Email sent to Cllr's asking they communicate directly with Peter Andrews to arrange a suitable date		
1023-25a3	11-Oct-23	Clerk	Playground Maintenance	Clerk to send response to correspondent regarding play park grounds maintenance.	25-10-23 Email sent	Nov-23	y
1023-25a3	11-Oct-23	Clerk	Playground Maintenance	Clerk to contact the grounds maintenance contractor to request they clear all vegetation around the inside boundary of the play park area.	IB on holiday will complete work W/C 30-10-23		
1023-24	11-Oct-23	Clerk	Addition to next Agenda	Clerk to add an agenda item for Clare Jennings to speak during the November meeting.	Added	Nov-23	y
1023-22	11-Oct-23	Clerk	Planning Comments	Clerk to submit planning decisions to Dorset Council.	Submitted	Nov-23	y

1023-18	11-Oct-23	Clerk	National Trust	Clerk to write to the National Trust to say Langton Matravers Parish Council are thankful for their efforts in submitting a bid for the government's Landscape Recovery Development Programme.	25-10-23 Letter sent via email	Nov-23	y
0823-10	10-Aug-23	Clerk	Cllr Brooks Chase	Clerk to contact Cllr Brooks and ask for an update, on Heavy Quarry Vehicles or Wessex water main replacement	16-08-23 Email sent to Cherry		
0823-10	10-Aug-23	Cllr Pearson & Clerk	Cemetery	Clerk & Cllr Pearson to meet with Ian Bugler	25-10-23 Email sent suggesting meet up when cutting playground vegetation 30-10-23 Date arrange to meet 31-10-23 when cutting vegetation in Playground. Meeting and work postponed due to weather.		

LANGTON MATRAVERS PARISH COUNCIL
NOTICE OF INTERMENT



This form is to be delivered to the below address along with any outstanding fees, the Registrar's Disposal/Coroners Order for burial and grave papers 5 days prior to the interment taking place (exclusive of Saturday, Sunday and Bank Holidays).
Please ensure that the information is set out accurately.

All arrangements for interments are subject to the then current Rules and Regulations made by the Burial Authority, copies of which are available on request.

Section 1 – To be complete by all.

Crack Lane Cemetery

Plot Number: _____

Single or

Double plot: _____

NB: If future burial required within a double plot please talk to the Cemetery Clerk and fill in appropriate paperwork.

Day and

Date of Interment: _____

Time: (Inc am/pm) _____

Funeral Director Details:

Company Name: _____

Address: _____

Postcode _____

Phone Number: _____

Email Address: _____

Section 2 – This section is to be completed with the details of the deceased at time of death.

Full Name & Title: _____

Known as: _____

(if different from above)

Date of Birth: _____

Date of Death: _____

Last Residing Address: _____

Since: _____

If the deceased had previously resided within Langton Matravers Parish; state date moved away from parish and last parish address.

Date: _____

Address: _____

Place of Death: _____

LANGTON MATRAVERS PARISH COUNCIL
NOTICE OF INTERMENT



Please complete and sign EITHER section 3 OR section 4.

Section 3 – To be completed when a new grave is being purchased, or for reserved plots for first interment

I/We (delete where appropriate) apply for the Exclusive Right of Burial and hereby consent to the opening of the grave in which the afore-named deceased is to be interred.

Full Name of Purchaser(s): _____

Address: _____

Phone No: _____

I understand that no further interment or work on the grave space will be permitted until the necessary steps have been taken to register a new owner if applicable.

I/We wish to apply for the Exclusive Rights of Burial for 99 years.

Signature of Purchaser(s) _____

Relationship to the deceased _____

Section 4 – To be completed when applying for an existing private grave to be reopened.

I HEREBY give consent for Grave Number _____ to be reopened for the interment of the afore-named deceased, **AND PRODUCE HEREWITH THE DEEDS OF GRANT OF RIGHT OF BURIAL**

I DECLARE that I am the person authorised to give this instruction, and I will indemnify Langton Matravers Parish Council against all claims etc, which may be suffered in consequence.

Full Name of Applicant(s): _____

Address: _____

Phone No: _____

Signature of Applicant(s) _____

Relationship to the deceased _____

NB: IN ALL OTHER CIRCUMSTANCES, TRANSFER OF GRAVE OWNERSHIP MUST TAKE PLACE BEFORE ANY INTERMENT OR WORK ON THE GRAVE WILL BE PERMITTED.

Section 5 – To be completed by all.

In signing this form, I hereby undertake to indemnify the Council from and against all actions, proceedings, loss, charges, damages, expenses, claims and demands which may be brought or made against the Council in consequence of the Council's consent to open the grave specified overleaf and permitting the burial therein of this body.

In signing this form, I agree to abide by the then current Rules and Regulations as issued by Langton Matravers Parish Council.

Signature of Applicant(s) / Purchaser (s): _____

Date: _____

N.B. For full details on how the Parish Council will process any personnel data, please refer to the published Privacy notice.

LANGTON MATRAVERS PARISH COUNCIL
APPLICATION FOR RIGHT TO BURIAL &
RIGHT TO PLACE A MEMORIAL



The burial ground is open to all faiths and those with none. Most of the land is consecrated but is open to all. Consecration gives additional protection against exhumation.

Langton Matravers Parish Council offer the Right to Burial and the Right to Place a Memorial for 99 years. Please note that each living party with the Right to Burial and Right to Place a Memorial **MUST** sign the application of Interment before any grave can be opened, so Langton Matravers Parish Council recommend the number of applicants per grave plot is two.

Before you proceed with the application, Langton Matravers Parish Council recommend you read through the Rules for cemetery Grave Plots.

Applicant Full Name(s) 1. _____

2. _____

Address _____

Postcode _____

Phone Number _____

Email address _____

Please state which type of plot you are applying for:

Full Burial plot or Cremation Plot _____

Would you like a single or double plot?

If double, please ensure both names and details are listed above.

N.B. For full details on how the Parish Council will process any personnel data, please refer to the published Privacy notice

Sign _____ Date _____

LANGTON MATRAVERS PARISH COUNCIL
NOTICE OF INTERMENT



Please note each living member listed on the Right to Burial must sign this form.

Full Name of Applicant(s) _____

Address _____

Is the person on whose behalf the memorial is to be erected the person granted the Exclusive Right to Erect a Memorial? Yes / No

If not, the person granted the Exclusive Right to Erect a Memorial in the grave space then the declaration must be signed overleaf.

Full name of deceased _____

Plot location _____

Description of proposed memorial materials. _____

Types and styles of monuments are prescribed in Langton Matravers Parish Council's Cemetery Rules and Regulations

Stonemason Contact Details

Company Name _____

Address _____

Phone Number: _____

DECLARATION to be signed by person granted the Exclusive Right to Place a Memorial in the grave space or his/her assigns or heirs.

I, (Full Name) _____ The (*assignee of the/heir of the) person granted the Exclusive Right to Place a Memorial in perpetuity in the grave space referred to overleaf hereby agree to this application being made and to the erection on the grave space referred to overleaf of the Memorial described in this application.

Signature of Applicant _____

Date _____

No monument may be erected without the permission of Langton Matravers Parish Council. Any memorial erected without permission will be removed. A copy of the memorial stone design must be sent to the clerk for approval.

Please see Fees document for any fees due.

Completed form should be send to the Parish Clerk at the address below.

For full details on how the Parish Council will process any personnel data, please refer to the published Privacy notice.

LANGTON MATRAVERS PARISH COUNCIL
NOTICE OF INTERMENT



To be completed by the Stone mason and returned to the Clerk.

Stonemason Contact Details

Company Name _____

Address _____

Phone Number: _____

Full name of deceased _____

Plot location _____

Design of Memorial (give outside dimensions and show drawing)

Types and styles of monuments are prescribed in Langton Matravers Parish Council's Cemetery Rules and Regulations

Large empty rectangular box for drawing the memorial design.

LANGTON MATRAVERS PARISH COUNCIL

Cemetery Rules and Regulations



These regulations supersede all older version. Existing monuments in the cemetery which do not comply with the current regulations cannot be taken to be a precedents for future memorials.

1. Introduction

- 1.1. The Council welcomes all visitors to Crack Lane Cemetery, who are requested to respect the peace, dignity, and reverence of the facilities.
- 1.2. These Rules and Regulations replace all previous rules and regulations. Regulations should be observed at all times and the Council reserves the right at any time to make amendments or variations to them
- 1.3. The cemetery regulations form the basis for the proper control and management of the cemetery and are designed to ensure a pleasant environment and ease of maintenance.
- 1.4. To maintain an attractive, dignified, and safe environment for everyone, the following Rules and Regulations will be enforced.

2. Interpretation

- 2.1 In these regulations, unless the context otherwise requires, the following words and expression are defined as: "The Council" refers to Langton Matravers Parish Council being the Burial Authority.

3. Management of the Cemetery

- 3.1 The Cemetery is managed and operated in accordance with the Local Authorities' Cemetery Order (LACO) 1977, as amended by the Local Authorities' (Amendment) Order 1986, plus the Health and Safety at Work Act 1974 and such other regulations as may be made by the Secretary of State for the Home Office.
- 3.2 The Council reserves the right to temporarily close to the public access to the cemetery or any part of the cemetery at any time without notice.
- 3.3 The Council reserves the right to exclude from the cemetery for such period as the Council determines any person offending against these regulations.
- 3.4 Children are permitted in the cemetery but should do so under the supervision of an adult.
- 3.5 Vehicle access, is only permitted with the prior approval of the Clerk, and is subject to the following conditions:
 - 3.5.1 Access is subject to day light hours
 - 3.5.2 Access is subject to absolute right of way to any funeral cortege.
 - 3.5.3 Any damaged caused within the Cemetery will be subject to repair at the vehicle owner's cost.
- 3.6 To the extent permitted by law no liability is accepted by the Council for loss or damage to a vehicle or its content, or injury to its drivers or passengers however arising.
- 3.7 Grounds maintenance operations such as grass cutting, will be carried out by the Council or its contractor, at a frequency determined by the Council and by weather conditions.
- 3.8 Funeral wreaths will be disposed of within 14 days after interment.
- 3.9 The Council reserves the right to disconnect the water tank the winter months to avoid the freezing and ultimate bursting, or when the water storage unit is defective or the water supply provided is being abused.
- 3.10 The Council will not accept liability for damage to any grave space or memorial or injury to any person within a cemetery except where such damage is directly attributable to the negligence of the Council or their employees.
- 3.11 Funeral Directors are responsible for topping-up of subsidence of new graves for the first six months after a burial: the Council will be responsible for topping-up thereafter.

4 Fees

- 4.1 Fees for cemetery services will be determined by the Council annually and will take effect from 1 April each year.

LANGTON MATRAVERS PARISH COUNCIL

Cemetery Rules and Regulations



- 4.2 Fees are payable in advance to the Council except in the case of Council approved Funeral Directors and Monument Masons.
- 4.3 Burials arranged by a Funeral Director not approved by the Council may require payment of a Performance Sum, together with the full Fees in advance of the burial. Subject to satisfactory reinstatement of the grave and disposal of all surplus soil, the Performance Sum will be refunded.
- 5 Items within cemetery grounds**
- 5.1 The Council reserves the right to remove from any grave space any item which has deteriorated or become unsightly and dispose of them in such manner as they deem fit, without notice to the grave owner. The Council is under no obligation to return said items and may dispose of them as determined.
- 5.2 Although care will be taken when excavating new graves, the Council does not accept any liability for loss or damage to items caused as result of such operations.
- 5.3 All lawn areas must be kept clear of tributes in order that maintenance can be undertaken unhindered, and that the width of the memorial border is not altered in any way.
- 5.4 The following items are allowed to be placed on graves:
- 5.4.1 Provision may be made for one or two flower holders to be incorporated as an integral part of the memorial base.
- 5.4.2 Natural flowers without plastic / paper wrapping laid directly on to the grave.
- 5.4.3 Natural festive floral tributes, such as but not limited to Christmas & Easter Wreaths. These will be removed and disposed of within 14 days after the event.
- 5.4.4 Any floral tributes placed on any flat memorial must not encroach on to adjoining plots, and must not restrict access to adjacent memorial tablets or obstruct the maintenance of the area
- 5.5 All items not explicitly mentioned in 5.4 above are not allowed and will be removed and disposed of. For avoidance of doubt, items no allowed (but not limited to) include:- trees, shrubs and other permanent or annual plants and any form of enclosure
- 6 Offences within cemetery grounds**
- 6.1 All persons shall conduct themselves in a decent, quiet and orderly manner and in accordance with the provisions of Articles 18(1) of The LACO 1977. These state that no person shall:
- 6.1.1 Wilfully create any disturbance in a cemetery
- 6.1.2 Commit any nuisance in a cemetery
- 6.1.3 Wilfully interfere with any burial taking place in a cemetery
- 6.1.4 Wilfully interfere with any grave, memorial or any flowers on any such grave
- 6.1.5 Play at any game or sport in a cemetery
- Every person contravening any of the above provisions is liable on summary conviction (currently £1000, and in case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues conviction thereof.
- 6.2 Any person who commits any offence within Cemetery grounds will incur liability, upon conviction, to applicable penalties under relevant burial, criminal, civil and byelaws.
- 6.3 No burial shall take place and no monument or memorial shall be placed in the Cemetery without the prior consent of the Council.
- 7 Conduct within cemetery grounds**
- 7.1 All persons entering the Cemetery will be subject to the then current Rules and Regulations.
- 7.2 Commercial filming or taking of photographs for commercial reasons of any kind cannot be undertaken in the Cemetery without the prior consent of the Council.
- 7.3 Visitors to the cemetery shall not unreasonably interrupt Council employees and/or their contractors at their duties or employ them to execute private works within the cemetery or extend to them any gratuity.

LANGTON MATRAVERS PARISH COUNCIL

Cemetery Rules and Regulations



- 7.4 All enquiries, complaints and requests by members of the public must be made to the Clerk of the Council, and not to operatives in the Cemetery.
- 7.5 Dogs are permitted in the cemetery but must be kept on a lead and under proper control at all times. Dog owners are required to clear up any dog fouling immediately.
- 7.6 No person shall drop, throw or otherwise deposit and leave in the cemetery any wastepaper or refuse of any kind.
- 7.7 Cemetery users should take rubbish off site and dispose of it appropriately.
- 7.8 No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders from the same, within the cemetery.
- 7.9 All visitors must keep to the footpaths provided, except whilst visiting a grave.
- 7.10 Only gravediggers who work in accordance with the current Code of Practice issued by The Association of Burial Authorities and have full public liability insurance in place are permitted to work in the Council's Cemetery.
- 7.11 The responsibility for providing sufficient bearers to carry the coffin from the hearse to the grave rests with the funeral director or person arranging the funeral. Any funeral director, including his/her staff and/or mourner who assist with the bearing or lowering of a coffin, does so at their own risk.
- 7.12 Council employees must not be approached or undertake any bearer duties, unless express approval from the Council is received.
- 7.13 A body brought into the Cemetery for interment shall be contained in a suitable coffin.
- 7.14 After interment, no body or cremated remains may be removed from any grave without the production of an ecclesiastical faculty and/or Home Office licence for exhumation. The Council will require the original documents for this purpose.
- 7.15 No person shall operate any sound reproducing equipment or play any musical instrument in the Cemetery without the prior consent of the Council.
- 7.16 Cremated remains shall not be scattered or buried in the Cemetery grounds unless prior approval has been given by the Council.
- 8 The Exclusive Right of Burial & to Place a Memorial Stone**
- 8.1 If a plot is purchased before the time of interment, then on payment of the appropriate fee and completion of the relevant form(s) including the signature of the proposed owner, the right of burial is granted for a period of 99 years and the right to place a memorial stone for 99 years. Deeds shall be provided to the purchaser as proof of ownership.
- 8.2 The Exclusive Right of Burial entitles the deed holder to determine who is buried in the grave and whether a memorial can be erected on the grave (subject to approval and payment of relevant fees).
- 8.3 Where the deed of Exclusive Right of Burial is not available, the registered grave owner or executor shall indemnify the Council in writing against any future claim which may be brought against the Council for permitting the use of the grave.
- 8.4 No grave in respect of which the Council has granted an Exclusive Right of Burial shall be opened without consent in writing of the grave owner, or an executor if the grave owner is to be buried.
- 8.5 The deed of Exclusive Right of Burial shall be produced to the Council whenever a grave is to be re-opened.
- 8.6 Where the period of grant of Exclusive Right of Burial has elapsed and no notification of an intention to renew has been received from the person who was granted the Exclusive Right of Burial or his/her successors, the Council may grant a renewed Right of Burial to any other person, but before doing so will where possible, attempt to notify the previous owner of the Right, or his/hers successor (if known) and give the option of renewal.
- 8.7 The owner of Exclusive Right of Burial is responsible of informing the Council of any change of address.
- 8.8 The owner of Exclusive Right of Burial may assign the Right of Burial to another person subject to the appropriate forms and administration fee.

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- 8.9 Where no interment has taken place in the grave, the owner of the Right of Burial may surrender the same to the Council in return for a payment not exceeding the original purchase price. An administration fee is also payable to the Council, on such instances. No refund will be made where the Exclusive Right period has lapsed.
- 8.10 Interment within a reserved plot is subject to fees as published at time of interment, not at the time of reservation.
- 8.11 Full payment for interments will not be taken prior to the death of the deceased.
- 9 Purchase of grave plot(s).**
- 9.1 All graves will be initially excavated to standard depths determined by the Council. The Council cannot be held responsible if, due to factors outside their control, the full number of interments in a grave cannot be achieved.
- 9.2 The allocation of grave spaces in all cases shall be at the discretion of the Council.
- 9.3 Plots are not guaranteed until payment has been made and the relevant paperwork completed.
- 9.4 In the case of a public grave, no individual owns the Exclusive Right of Burial. Therefore, no memorial, vase, cross, tablet, article or thing may be placed on the grave except for cut flowers.
- 9.5 Any change of address must be notified to the Council in order that up-to-date records are maintained and so that the Council is able to contact grave owners as and when required. No responsibility can be accepted for information which does not reach a grave owner if the Council has not been informed about a change of address.
- 10 Interment**
- 10.1 Notice of burial must be given to the Clerk as early as possible and, in any event, not less than five working days' notice excluding weekends and Bank Holidays must be given for any proposed burial.
- 10.2 All completed forms and relevant fees must be given at the time of booking no later than 10.00 a.m. five working days prior to interment. In the case of religious, ethnic and cultural groups, every effort will be made to meet the need for rapid arrangements for interment when requested, subject to available resources and appropriate legislation.
- 10.3 A certificate for disposal issued by the Registrar of Births and Deaths, or a Coroner's Order for Burial must be delivered to the Clerk no later than 5 days before interment (excluding weekends and Bank Holiday). Failure to provide this document may result in delays or the cancellation of the funeral
- 10.3.1 In the case of a stillborn child, the appropriate certificate under the Births and Deaths Registration Act 1953;
- 10.3.2 In the case of a non-viable foetus the Medical Practitioner's or Midwives' certificate of delivery will be required;
- 10.3.3 In the case of interment of cremated remains, the cremation certificate issued by the Cremation Authority.
- 10.4 The person arranging the interment shall be responsible for the attendance of a minister of religion, if desired, to officiate at the burial service and for the payment of any fee to which the minister is entitled.
- 10.5 A religious service may be used but all ceremonies are subject to the approval of the Council. Alternatively, the coffin may be committed without a service.
- 10.6 The maximum number of interments
- 10.6.1 Within a cremation plot is two. (Ashes only)
- 10.6.2 Within a burial plot is 5. (Two full burials and three sets of ashes.) Plot allowing.
- 10.7 Where a funeral is of a person who has died of an infectious disease, the Notice of Interment must contain a statement to this effect.
- 10.8 The location of each new burial plot will be allocated by the Council. Where a new burial plot is required (i.e. the burial will not be in a plot purchased prior to the death of the deceased) all reasonably practicable efforts

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will be made to accommodate the last wishes of the deceased and the preferences of bereaved families. The final decision on the allocation and use of any new burial plot rests with the Council.

- 10.9 Every body brought into the cemetery for interment shall be contained in a suitable coffin /casket bearing a name plate establishing the identity of the body contained therein.
- 10.10 Traditional wooden coffins or ecologically friendly coffins only shall be used. No metal or plastic type coffins/cremated remains caskets will be allowed.
- 10.11 No body shall be buried in a grave in such a manner that any part of the coffin is less than 0.91 metres below the level of any ground adjoining the grave; provided that the Council may, where they consider the soil to be of suitable character, permit a coffin to be placed not less than 0.61 metres below the level of any ground adjoining the grave.
- 10.12 No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by a layer of earth not less than 15 cm thick.
- 10.13 No brick graves or vaults will be allowed to be constructed.
- 10.14 For second interments, all items should be removed from the grave by the family at least 48 hours prior to an interment. If the grave has not been cleared this may be carried out by cemetery staff. The council will not be responsible for any breakages and all items will be disposed of.
- 10.15 The Funeral Directors may need to excavate a plot or grave for interment to take place, and boards may have to be placed over a nearby grave. It may be difficult to visit the grave for a short period. Please be assured that after the funeral the grave will be cleared, and the area left neat and tidy
- 11. Exhumation of remains**
- 11.1 In the event of the need to exhume a body or cremated remains from a cemetery, an application must first be made in writing to the council.
- 11.2 The applicant must apply to the Ministry of Justice for an exhumation licence, or in the case of a grave on consecrated Church of England ground, a Diocesan Faculty must be obtained. The Exhumation process from the Diocese is a lengthy procedure and consent is given in exceptional circumstances only. Almost all of Crack Lane Cemetery is consecrated ground.
- 11.3 Exhumations will be contracted out to suitably qualified specialists and the full costs plus an administration fee will be passed to the applicant for payment.
- 11.4 The applicant will be responsible for organising a Funeral Director and carriage for the remains to be transported to the final resting place.
- 11.5 In the event of reburial appropriate fees will be applied.
- 12. Memorials**
- 12.1 A temporary wooden cross not exceeding 90 cm in height above ground level by 60cm wide may be erected at the head of the grave for the first twelve months following an interment. This temporary memorial shall be removed by the Owner of Exclusive Right of Burial or Memorial Mason when a permanent memorial is erected and before the 12 months has elapsed. The Council reserves the right to remove and dispose of the cross, should it fall in disrepair or if it remains on site at the expiration of the permitted period.
- 12.2 A memorial may only be erected in accordance with the current rules and upon completion of all relevant forms and payment of the appropriate fees.
- 12.3 The Right to Erect a Memorial rests with the Exclusive Right of Burial deed holder, or their next of kin or executor and will last for the duration of the unexpired portion of the Grant of Exclusive Right of Burial.
- 12.4 The Council periodically inspects all memorials and if any are found to be in an unsafe condition, the Council will undertake any action required to make the memorial safe. A notice may be placed on the memorial and efforts made to contact the memorial owners in order that they can rectify any problems.

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- 12.5 Memorial owners shall be responsible for the cost of repairing or re-instating memorials. The Council will endeavour to notify memorial owners of unsafe memorials but if not repaired or contact not made within two months of this action, the memorial may be removed by the Council.
- 12.6 The Council reserves the right to:
- 12.6.1 Remove, without notice, any memorial and take any necessary precautions to safeguard the Council's employees or contractors when digging graves adjacent to any memorial.
 - 12.6.2 To re-fix, move, line-up or otherwise alter the position of any memorial in the cemetery as they may require.
 - 12.6.3 Remove any memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.
 - 12.6.4 Remove any memorial where the periods of Exclusive Right of Burial and Right to erect of Memorial have elapsed or when the Right to Erect a Memorial is deemed to be terminated.
 - 12.6.5 Remove any memorial or other item that is placed upon a grave in contravention of these regulations, without notice.
- 12.7 Where a necessary action has been taken regarding any unsafe memorials and the costs of repair or removal has been borne by the Council, such costs will be recovered from the owner of the memorial or subsequent claimant to the Exclusive Right of Burial, should they become known to the Council.
- 12.8 Application for the approval to place a new memorial in the Cemetery, alter or add to any inscription, or replace, add to or remove from the cemetery any memorial, must be submitted to the Council on the appropriate Memorial Application Form. Such notice must be submitted at least two weeks in advance of the proposed date of erection and be signed by the person applying for permission - this should be the deed holder. If the deed holder is deceased, the applicant must state their relationship to the deceased owner. If the owner is still alive, but not making the application, he/she must provide a letter confirming and authorising the application. Name, address and telephone number of the monument mason
- 12.9 Memorials should be fixed according to British Standards, which is supported by the current edition of the National Association of Memorial Masons Code of Working Practice, or the National Association of Memorial Masons guidance and erected by a mason with a current National Fixer Licence and Public Liability Insurance. A fixer licence must be from one of these organisations: The British Register of Accredited Memorial Masons (BRAMM) or The Register of Qualified Memorial Fixers (RQMF).
- 12.10 It is the responsibility of the Memorial Mason to ensure memorials are erected on the grave space, at the appropriate levels to the adjacent ground at the head of the grave in alignment with other memorials. All Memorial Masons shall carry out their work strictly under the direction of the Council and shall fill up and level the ground, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work.
- 12.11 The removal and re-erection of a memorial to facilitate the re-opening of a grave or to level such grave shall be at the expense of the grave owner or their personal representative. Such work shall be undertaken by a Memorial Mason registered by the Council or masons who are members of the British Register of Accredited Memorial Masons and such memorial shall be replaced as soon as practical after the interment. An application to re-erect the memorial with an additional inscription shall be submitted to the Council.
- 12.12 No memorial work should be undertaken until Council approval is given. Any such approval is issued on the understanding that the work undertaken will fully comply with the details specified within the application form and the requirements of these regulations. The initials of the stonemason or the logo of the firm providing the monument shall be carved on the reverse side of all stone monuments.
- 12.13 Stone memorials over cremated remains may be slightly raised at the top end, to a maximum height of 4 inches to allow rainwater to run off, thus preventing deterioration of the inscription.
- 12.14 Unauthorized memorials shall be removed at the expense of the grave owner or their representative. The council reserves the right to claim costs for the removal, storage and transportation.

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- 12.15 Any memorial erected in the Cemetery remains the property and responsibility of the grave owner or their personal representative and therefore, remains in the Cemetery at their sole risk. You are advised to take out suitable insurance for your memorial. All memorials must be kept in a good state of repair by the said owner or personal representative.
- 12.16 Memorials are placed at the owner's own risk. The Council is not responsible for loss or damage done to any grave space or memorial or injury to any person within the Cemetery, except where such damage is directly attributable to the negligence of the Council or their employees.
- 12.17 Headstones must be Purbeck or Portland stone and dimensions must not exceed:
Maximum height 920mm (3'0")
Maximum width (single plot) 610mm (2'0")
Maximum width (double plot) 920mm (3'0")
Maximum depth 381mm (1'3")
- 12.18 Flat stone dimensions must not exceed:
Maximum 610mm square (2'0")
- 12.19 Flat stones must be Purbeck and Portland stone. Only flat stone memorials will be allowed on Cremation plots.
- 12.20 No kerb stones, edgings, grave surrounds, landings or loose aggregate / chippings are permitted
- 12.21 The name of the mason or his title may be carved on the back or side of the base of any memorial in letters no larger than 20mm.
- 12.22 Inscriptions must be engraved, embossed or painted. (Black only)
- 12.23 Artwork must be engraved, or embossed and not painted.
- 12.24 Images and photographs will not be permitted as part of the memorial
- 12.25 Funeral directors must arrange, where necessary, for memorials to be removed from the grave to allow graves to be reopened. The memorial shall subsequently be dealt with in accordance with the directions of the Council. Responsibility for any memorial removed in error will remain with the funeral director at whose expense the memorial will be reinstated.
- 12.26 The installation or reinstatement of headstone memorials following an interment is not permitted for nine months.
- 12.27 If there are any discrepancies between the memorial and the original application this will be notified in writing to the monumental mason and the grave owner. Any corrective or remedial works required must be completed to the Council's satisfaction within 28 days.
- 12.28 Whenever a new memorial fails an inspection or fails to meet the criteria detailed in these rules and regulations, the Council will, in accordance with the circumstances of each individual memorial, take appropriate action to remove any health and safety risks. The Council reserves the right to charge an administrative fee to the monumental mason or the person to whose order the memorial works were carried out, to cover any costs incurred in this process, including remedial action(s), inspections (including any subsequent re-inspections) and all correspondence.
- 12.29 The Council may refuse memorial applications from monumental masons who have repeatedly been responsible for memorials which have failed inspections or where, in the opinion of the Council, there is clear evidence of repeated poor workmanship.
- 13. Maintenance and planting**
- 13.1 All materials and equipment shall be conveyed in the Cemetery in such a manner as to prevent damage to walkways, paths, existing memorials, turfed areas or plants and all soil and waste shall be removed in a like manner. Mats, boards or canvas should be used and the site should be left tidy, to the satisfaction of the Council.

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- 13.2 The Council may take over the maintenance of any grave / memorial where, in the opinion of the Council, the grave / memorial has not been suitably maintained. The Council will make reasonable efforts to contact the grave / memorial owner prior to carrying out works of this kind.
14. **Regulation changes**
The Council is empowered to alter or amend the aforementioned regulations at any time; to introduce further regulations as are considered necessary; to waive any of the regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these regulations; Regulations made by the Secretary of State in exercise of the powers conferred by section 7 of the Cremation Act 1902 Appointed under regulation 31 of the 2008 Regulations
15. **Enquiries**
All enquiries regarding the Cemetery should be directed in the first instance to: The Clerk, using the contact details below.
16. **Acceptance of Rules and Regulations**
Payment to Langton Matravers Parish Council of Right to Burial, Right to place a Memorial or Interment fees signifies acceptance of Rules and Regulations.

Revised and approved by resolution of the Council, 11th August 2016.

Reviewed and approved without change by resolution of the Council, 11th May 2017

Revised and approved by resolution of the Council, 6th May 2021

Revised and approved by resolution of the Council, 11th November 2021

Revised and approved by resolution of the Council, 31st May 2022

Revised and approved by resolution of the Council, 11th May 2023

LANGTON MATRAVERS PARISH COUNCIL

CEMETERY FEES



Payment Structure

Resident fees set out below apply where the person to be interred, or in respect of whom the right of burial is granted, is, or immediately before death was, an inhabitant of the Parish of Langton Matravers.

In other cases, (Non Resident) fees will apply, except in those cases where the Exclusive Right of Burial in the grave in question was acquired at the resident fee set out in Part 2, when the resident rate for both interment and monument will apply.

Resident fees will be permitted in cases where a former resident of the parish has been admitted from the Parish of Langton Matravers into a Hospital; Nursing-Home, or into Care.

Part 1 – Interment in a grave	Resident	Non-resident
FULL BURIAL – The body of a still-born child or child under one month	TBC	Nil
FULL BURIAL – The body of a child aged one month - twelve years	£50	£100
FULL BURIAL - The body of a person age at the time of death exceeded twelve years	£350	£700
CREMATION - Cremated remains	£90	£180

Part 2 – Exclusive Right of Burial in earthen graves for a period of 99 years	Resident	Non-resident
FULL BURIAL - In an plot adjacent to a path	£390	£780
FULL BURIAL - In plot <u>not</u> adjacent to a path.	£360	£720
CREMATED REMAINS – N.B. Cremation plots are smaller than full burial plots.	£240	£480

Part 3 - Monuments	Resident	Non-resident
For an upright headstone – to be placed at the head of a full burial plot.	£120	£240
For a flat stone to be placed over cremation remains.	£60	£120
For all secondary or subsequent alterations to inscriptions on any monument	£30	£60

All fees to be paid to the Langton Matravers Parish Council via Bank Transfer, or cheque by prior arrangement.

Bank sort code 60-83-01 and account number 20477189 Name on Account Langton Matravers Parish Council

Please note, payment to Langton Matravers Parish Council of memorial or interment fees signifies acceptance of Langton Matravers Parosh Council Rules and Regulations.

LANGTON MATRAVERS PARISH COUNCIL

GRAVE OWNERSHIP AND DEED TRANSFERRAL



Exclusive right of burial.

When you buy a grave at Crack Lane Cemetery, Langton Matravers, what you are buying is the Exclusive Right of Burial for a specific period of 99 years. You are not buying the grave freehold. No burial may take place in the grave and no memorial may be placed on the grave without the written permission of the grave owner during the period of the Exclusive Rights. A fee is payable for the digging and preparation of a grave at the time of burial and a fee is also payable for the installation of a memorial. The Exclusive Rights must not exceed 99 years in total.

Ownership of the Exclusive Right of Burial is therefore a very important matter. Ownership can be transferred either during the owner's lifetime or after their death. The procedure for transferring the ownership is detailed below. The Council's records contain the details of the registered grave owners. However, it is important that the grave owners keep safe their Deed of Grant. The Council issues this Deed of Grant when the grave is first purchased and should be produced for each burial. Possession of the Deed does not in its self-signify ownership of the Exclusive Rights.

Transfer of grave ownership.

The grave owner can assign the Exclusive Rights of Burial, during their lifetime, to another individual on completion of an Assignment Form.

The owner can surrender the Exclusive Rights of Burial if the grave has not been used for burial, on completion of a Surrender Form. The surrender value being the original purchase price as specified on the Deed of Grant less an appropriate administrative cost.

The procedure for establishing grave ownership when the original owner has died depends upon whether there is a will.

Deceased left a valid will.

If the deceased grave owner has made a valid will and left an estate of sufficient value to require the Grant of Probate to executors, ownership of the grave can be transferred to the executor. The applicant must produce a sealed copy of the Grant of Probate and complete the Transfer-Grant of Probate Form. If the estate is not of sufficient value, ownership may be transferred to the executor named in the will by Statutory Declaration and the production of the will. It is then the executor's responsibility to identify the correct person for the transfer of ownership and assent the transfer by completing an assent form.

Grant letters of administration have been obtained.

If there is no will, or the will is not valid, and the estate is of sufficient value as to require a Grant of Letters of Administration, ownership of the grave can be transferred to the personal representative of the deceased. The applicant must produce a sealed copy of the Grant of Letters of Administration Form. It is then the applicant's responsibility to identify the correct person for transfer of ownership and assent the transfer by completing an Assent Form.

Family disputes.

Where a family dispute results in a stalemate and relevant consents are withheld, the ownership cannot be transferred. The various next of kin reaching an agreement between them, possibly through the agency of solicitors, can only resolve this.

Deceased dies intestate.

If there are no Executors or Letters of Administration have not been granted, the rules of intestacy apply as laid down in the Administration of Estate Act 1925. The applicant for transfer of ownership should complete a Statutory Declaration. Statutory Declarations are legal documents produced by this office and must be signed in the presence of a Magistrate or Commissioner for Oaths.

The Statutory Declaration should clearly set out the facts regarding the original purchase of the Exclusive Rights of Burial, the death of the registered owner, intestate or otherwise and the relationship of the applicant to the registered owner. The original Deed of Grant and a certified copy of the owner's death certificate should accompany the Declaration. Where the Deed has been lost, suitable wording should be incorporated within the declaration to the effect. It is essential that the written agreement of all the 3 next of kin of the deceased owner to the transfer of ownership should also be obtained and attached to the Declaration. The following are examples of many of the possible circumstances:

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GRAVE OWNERSHIP AND DEED TRANSFERRAL



Deceased owner survived by	Application made by	Consents needed
Spouse	Spouse	None - Transferred to spouse
Spouse	Son or daughter	Transferred to spouse then can be assigned to Son/ Daughter
No spouse but four Children	Son	All other children - irrespective of legitimacy
No spouse or children but three brothers / sisters	Brother	Both other brother/sisters

A fee is payable to Langton Matravers Parish Council for the transfer of grave ownership.
Please contact the Parish Clerk, if you require any further information or advice on how a transfer can be affected.

Transfer of Grave Ownership



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GRAVE OWNERSHIP AND DEED TRANSFERRAL



Forms of transferring deeds ownership

Form of Assignment

Used by a living owner to transfer or change the ownership of the exclusive Rights of Burial i.e. to transfer to new owner or add an additional owner.

Grant of Probate

Granted to the executor/s of a Last Will and Testament once a document has been proven in Court. To be legally acceptable we can only accept sight of a "SEALED" Grant; i.e. it must bear the embossed seal of the court.

Letters of Administration

When a deceased person dies intestate then the next of kin can apply to the Courts to be made Administrator of the estate. An Administrator receives the same powers to administer the estate of the deceased as an executor.

Form of Assent

Used to transfer ownership from an executor or administrator after ownership has been transferred into their name by production of Probate or Letters of Administration.

Statutory Declaration

Used to transfer ownership from a deceased owner when no official documents have been issued. Declarations can be either based on a Will that did not go to probate, claiming ownership by the executor or by the Next of Kin if the deceased left no will.

Form of Renunciation

Grave ownership is limited to two people. So in the event that ownership is claimed by more than two people, the parties involved will need to agree amongst themselves who will renounce their claim using the Renunciation Form, which should be submitted to the Clerk together with a Statutory Declaration.

Certificates

All certificates supplied with transfer applications must be originals or certified copies.

(NB Birth certificates supplied for identification in a Deed Transfer must be a full birth certificate and not a short birth certificate.)

The National Archives

You will need to know the full names, date and place of death. If this is not known, you can search the index of deaths from 1837 until the present day, at the National Archives at Kew, Richmond, Surrey TW9 4DU. Telephone 020 8876 3444 or you could visit their website <http://www.nationalarchives.gov.uk> for useful information. From 1984 you search by a year and then alphabetically by surname. Prior to 1984 the search is by quarters of each year.

The Register Office

If the death was within the last 18 months, you can ask for a copy death certificate from the Register Office for the area in which the death occurred.

You can get a copy certificate from 1836 to the present day from The General Register Office (G.R.O). Copy death certificates can also be ordered online <http://www.gro.gov.uk/gro/content/certificates>. Further useful information can be found at www.direct.gov.uk

The National Archives

If you need to find out if a Will was made, you can search the index to all Wills at the National Archives at Kew <http://www.nationalarchives.gov.uk> Their index is from 1858 to 1943 on microfiche. You could visit their website for help and information.

The Probate Service

Information on how to obtain a copy of a will or probate can be found online at <https://www.gov.uk/search-will-probate>. The search itself can be done online or by post using the form PA15.

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Deed of Surrender Form - Exclusive Right of Burial



This form is to notify that you wish to surrender and completely release any and all responsibilities and ownership of rights, relating to your legal right of the grant for the Exclusive Right of Burial, for the grave plot listed below. Returned completed forms to: clerk@langtonmatravers-pc.gov.uk or post: Parish Council Offices, 1A High Street, Langton Matravers, Dorset BH19 3HA

This form is not for use if the personal details of the current owner of the grant of Exclusive Right of Burial are being updated or the deed is being transferred in ownership to another party. The form 'Change of Details – Exclusive Right of Burial' or the 'Transfer of Ownership – Exclusive Right of Burial' forms should be completed for these scenarios.

Current owner:

Cemetery – Plot number	
Full name of current registered grave owner:	
Address of current registered grave owner:	

I confirm that I (name):..... am the current and legal owner of the above mentioned grave plot. I wish to surrender and relinquish all and any responsibility, ownership or right of burial at the grave plot, and return this Exclusive Right of Burial back into full ownership of Langton Matravers Parish Council. I have attached my Grant of Exclusive Right of Burial and understand that I will not have any future right to interment of any nature in, around or adjacent to this plot, unless separately purchased and unrelated to this specific grant. I understand that I will not have any right to place a memorial, bench, memorabilia or articles/objects at this plot and relinquish all my rights, estate and title to this grant of Exclusive Right of Burial.

I confirm I have not sold, transferred or dealt with in another way, the current grant of Exclusive Right of Burial and formally sign below to hand back all original rights, to Langton Matravers Parish Council.

Signature:	
Date	

Any monies owed will be returned at the price of original payment made at time of purchase, minus administration fees.

Commissioner of Oath / Solicitor:

Address of organisation:
Occupation:
Contact details:
Name, signature and date::

Office use only

Authorised, processed & updated by:	
Signature and date:	

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Change of Detail – Grant of Exclusive Right of Burial



This form is used to inform Langton Matravers Parish Council of a change in personal details, to be updated and applied to the grant of Exclusive Right of Burial for the grave plot listed below. Please return to: clerk@langtonmatravers-pc.gov.uk or post to: Parish Council Offices, 1A High Street, Langton Matravers, Dorset BH19 3HA.

This form is not for use if the ownership of the grant of Exclusive Right of Burial is being transferred to a different person.

I confirm that all details are accurate and that any and all changes to the details affecting the grant of Exclusive Right of Burial will be provided to Langton Matravers Parish Council if / when any further changes occur and I understand it is my responsibility as owner to inform Langton Matravers Parish Council as appropriate. Failure to update the records kept in relation to this ownership may result in delays of interments in the future.

Cemetery – Plot number	
Full name of registered grave owner:	
Address of registered grave owner:	

Signature of current owner:	
Date:	

New details:

Full legal name of new registered owner:	
Address of new registered grave owner:	
To be used from date:	

If a legal change of name has occurred, please provide proof alongside this form – a marriage certificate or name deed for example. If a change of address has occurred, please provide proof of this alongside this form. The original grant for Exclusive Right of Burial must also accompany this form. If this has been lost, misplaced, stolen, an additional fee will be charged and the form 'Indemnity Agreement – loss/replacement/copy ERB' completed and returned.

Office use only

Authorised and updated by:	
Fee payable and received:	
Signature and date:	

Langton Matravers Parish Council 1A High Street, Langton Matravers, Dorset BH19 3HA
Telephone 01929 425100, email Clerk@langtonmatravers-pc.gov.uk
website [www. http://langtonmatravers-pc.org](http://langtonmatravers-pc.org)

LANGTON MATRAVERS PARISH COUNCIL

Transfer of Ownership - Exclusive Right of Burial



This form is to notify Langton Matravers Parish Council of a transfer in ownership of the grant for the Exclusive Right of Burial, for the grave plot listed below. Completed forms returned to: clerk@langtonmatravers-pc.gov.uk or post to: Parish Council Offices, 1A High Street, Langton Matravers, Dorset BH19 3HA.

This form is not for use if the personal details only of the current owner of the grant of Exclusive Right of Burial are being updated. The form 'Change of Details – Exclusive Right of Burial' will need to be completed.

Current owner:

Cemetery – Plot Number	
Full name of current registered grave owner	
Address of current registered grave owner	
Date and signature of current owner	

New details:

Full legal name of new registered owner:	
Address of new registered grave owner:	
To be used from date:	

The original grant for Exclusive Right of Burial must accompany this form. If this has been lost, misplaced, stolen or cannot be produced an additional fee will be charged and the form 'Indemnity Agreement – loss/replacement/copy ERB' must be completed and returned.

I confirm that all details are accurate and that any and all changes to the details affecting the grant of Exclusive Right of Burial will be provided to Langton Matravers Parish Council if / when any further changes occur and I understand it is my responsibility as owner to inform Langton Matravers Parish Council as appropriate.

Signature of new owner:	
Date:	

Legal owners of any grant of Exclusive Right of Burial are reminded that all personal details are kept up to date and that failure to do so, may result in delays to interments.

Office use only

Authorised and updated by:	
Fee payable and received:	
Signature and date:	

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Indemnity Agreement – loss/replacement/copy - ERB



This is an indemnity agreement following the loss, replacement or requested copy, of the Exclusive Right of Burial Grant. This form must be completed in full and returned along with a completed Statutory Declaration form. Completed forms returned to: clerk@langtonmatravers-pc.gov.uk or post to: Parish Council Offices, 1A High Street, Langton Matravers, Dorset BH19 3HA.

In reference to the grave as stated below:

Cemetery – Plot Number	
Full name of registered grave owner	
Address of registered grave owner	

This indemnity agreement is made on (date): between

1. (Applicant /claimant name):

And 2. Langton Matravers Parish Council, 1A High Street, Langton Matravers, Dorset BH19 3HA, acting as the burial authority.

Whereas:

The claimant (1) has made a Statutory Declaration dated: and has declared themselves to be the person entitled to exercise the Exclusive Right of Burial of the grave stated above.

The Council (2) following that declaration, is willing to allow the claimant (1) to exercise those rights (to the Exclusive Right of Burial) subject to them entering into this agreement.

The claimant (1) agrees that in consideration of them – and their successors in title – being allowed to exercise the Exclusive Right of Burial in the grave stated above, that they (1) and their successors, will indemnify the Council against all claims, demands, charges, costs, expenses, actions, liabilities and / or losses which the Council may suffer by reason of the exercised right.

Claimant:

Commissioner of Oath / Solicitor:

Name:	Name:
Address:	Address of organisation:
Occupation:	Occupation:
Contact details:	Contact details:
Signature:	Signature:

Office use only

Authorised and updated by:	
Fee payable and received:	
Signature and date:	