

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Joint Burial Committee** to be held on **Tuesday 6 October 2026**, starting at **18.45** in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note: - Members of the public who wish to view the meeting proceedings will be able to access the meeting through the following link: [Crewkerne Town Council - YouTube](#)

Gemma Hughes PSLCC, Town Clerk (signed on original)
30 September 2026

Agenda

- 026/2627** **To receive and approve apologies for absence.**
a. To record members present:
Schedule 12 of the Local Government Act 1972 requires:
- a record be kept of the members in attendance.
 - this record forms part of the minutes of the meeting.
 - Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.
- b. To approve any apologies for absence:
Section 85(1) of the Local Government Act 1972 requires:
- Members present to decide if the reason(s) for a member's absence are acceptable.
- 027/2627** **To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**
The Localism Act 2011 and the Council's Code of Conduct requires:
- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
 - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- 028/2627** **To approve the draft minutes of the Joint Burial Committee meeting held on 1 July 2026.**
- 029/2627** **Public Open Forum:** Questions may be put to the Committee in person during this public participation session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Thursday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda. The Mayor reserves the right to vary or extend these time limits.
- 030/2627** **Clerk's progress report:** to receive an update report (for information).
- 031/2627** **Financial Matters for consideration:**
- a) To receive the financial update report for quarter 2
 - b) To consider the allocated reserves
 - c) To note the receipts report

- 032/2627** **Headstone Installation** – To consider introducing minimum periods of 6 months for ashes plots and 12 months for burial plots before a headstone may be installed.
- 033/2627** **Number of Interments** – To review the number of interments permitted in a plot.
- 034/2627** **Cemetery Records Searches** – To consider introducing a fee for searches of cemetery records.
- 035/2627** **Double Fees** – To review the policy for applying double fees.
- 036/2627** **Out of Hours Interments Policy** – To consider and approve an Out of Hours Interments Policy.
- 037/2627** **To review and approve the cemetery rules:**
 a) Cemetery General Rules
 b) Cemetery Monumental Mason Rules
 c) Cemetery Funeral Director Rules
- 038/2627** **Grounds Maintenance 2027** – To review the grounds maintenance arrangements for the 2027 season.
- 039/2627** **Tree Felling** – To consider quotations and whether to fell the identified tree.
- 040/2627** **Garden of Remembrance Bollards and Chain** – To consider quotations for the installation of bollards and a chain around the Garden of Remembrance.
- 041/2627** **Badger sett** – To note the relocation of a sett adjacent to the cemetery
- 042/2627** **Insurance Renewal** – Consideration of a three-year agreement
- 043/2627** **To receive feedback from recent inspections**
- 044/2627** **To approve the applications, transfers and memorials received.**
- 045/2627** **Matters of report** (for information only).
- 046/2627** **Date of the next meeting:** Tuesday 1 December 2026, 18.45, Council Chamber, Town Hall, Market Square, Crewkerne.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and members of the public be excluded from following items having regard to the confidential issues to be discussed.

Confidential Session: Exclusion of the Press & Public – Confidential, personal and commercially sensitive information

- 047/2627** **Cemetery fees:** To consider cemetery fees in relation to a specific burial

INCOME/EXPENDITURE - Q2 - 2026/27

		2025/26 Actual	2026/27 Budget	As at 14/09/2026	End of Year F'cst	Forcast Reserves Used	Notes	
ADMINISTRATION	CTC Staff		22,869	23,601		23,601		Increase of 3.2%. This figure is only for calculation of West Crewkerne contribution
	Computer software		282	350	405	405		
	Admin		40	100	13	100		
	Insurance		6,177	6,300	3,178	6,300		Awaiting 2026/27 Insurance Figures
	Subscriptions		105	100	0	100		
	Cemetery Training		0	150	110	150		
	TOTAL		29,474	30,601	3,706	30,656	0	
CHAPEL (Public)	General Maintenance		446	300	386	400		
	Repairs		1,610	300	245	300		
	Rates		1,547	1,900	822	1,900		
	Electricity		31	100	15	100		
	TOTAL		3,633	2,600	1,468	2,700	0	
GROUNDS	Grounds Maintenance		12,534	21,000	4,826	21,000		
	Toilet Refurbishment		124	200	68	200		
	Water Rates		837	1,000	466	1,000		
	New Equipment		0	0	0	0		
	TOTAL		13,495	22,200	5,359	22,200	0	
TREETWORK/NEW PLANTING		TOTAL	7,179	10,000	0	10,000		
PATH IMPROVEMENTS		TOTAL	8,850	8,000	200	8,000		
TOTAL EXPENDITURE			62,631	73,401	10,733	73,556	0	
RECEIPTS	Cemetery Fees	Burial Fees	9,500	9,000	3,100	9,000		Memorial Plaque & Scattering of Ashes
		Digging of plots	660	800	340	800		
		Garden of Remembrance	120	200	0	200		
		Plot Purchases	11,480	9,000	2,625	9,000		
		Memorials + inscriptions	4,680	5,000	2,260	5,000		
		Chapel Use	500	200	100	200		
		Transfer fees	1,585	1,500	770	1,500		
		Miscellaneous	170		210	210		
		Bank Interest	629	750	192	750		
	TOTAL		29,324	26,450	9,597	26,660		
FORCAST TOTAL NET EXPENDITURE - INCLUDING SPEND FROM RESERVES					46,896.00			
FORCAST WEST CREWKERNE 7% OF NET EXPEND. TO BE INVOICED AT YEAR END					3,282.72			

Cemetery **	Balance brought fwd (100% CTC)	Added in year	Used in year (93:7)	Total Balance Remaining (100% CTC)	Comments	West Crew 7% (of costs)	Town Council 93% (of costs)
Chapels	-			-		-	-
Trees	136.82			136.82		-	-
New Burial Grounds/Paths	15,717.00			15,717.00		-	-
Lodge	15,189.71			15,189.71		-	-
Total Allocated Reserves	31,043.53	-	-	31,043.53		-	-
Cemetery Unallocated Reserves	48,336.45			48,336.45		-	-
TOTAL CEMETERY RESERVES	79,379.98	-	-	79,379.98		-	-

Report subject	To consider introducing minimum periods of 6 months for ashes plots and 12 months for burial plots before a headstone may be installed
Committee name	Joint Burial Committee
Meeting date	Tuesday 6 October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Local stonemasons
Decision required?	Yes

1. Purpose

To consider introducing minimum periods of 6 months for cremated remains and 12 months for burials before a headstone may be installed.

2. Background information

The current Cemetery Rules do not specify a minimum period between an interment and the installation of a headstone. It has been suggested that a minimum period could be introduced to allow the ground to settle before a memorial is installed.

Local stonemasons have been consulted regarding the proposal. Feedback has highlighted that the memorial application process can take a number of months, with one stonemason advising that applications can take approximately 16 weeks to process.

3. Detailed Consideration

The proposed minimum periods are:

- **Cremated remains:** 6 months following interment.
- **Burial:** 12 months following interment.

The proposed periods would apply to the **installation** of a headstone and would not prevent a family from making an application or arranging the memorial during the waiting period. This would allow the application and memorial to be progressed in advance, with installation taking place once the relevant period has elapsed.

The proposed periods would allow additional time for the ground to settle following an interment and may help to reduce the risk of movement or instability affecting newly installed memorials, as well as memorials that are temporarily removed and subsequently re-installed following a further interment where an additional inscription is requested.

The Committee may also wish to consider whether there should be provision for exceptional circumstances where an earlier installation may be appropriate.

4. Financial implications

There are no direct financial implications for the Council.

5. Equalities considerations

The proposed periods would apply consistently to all cemetery users. Any provision for exceptional circumstances would need to be applied fairly and consistently.

6. Recommendation

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| <p>6.1. It is recommended that the Committee considers introducing a minimum period of 6 months following the interment of cremated remains and 12 months following a burial before a headstone may be installed/re-installed and agree any necessary amendments to the Cemetery Rules.</p> |
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Report subject	To review the number of interments permitted in a plot
Committee name	Joint Burial Committee
Meeting date	Tuesday 6 October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To consider the number of interments permitted within full-size burial plots, including triple-depth plots, and how the location of cremated remains is recorded.

2. Background information

The current cemetery rules do not specify the maximum number of sets of cremated remains that may be interred within a full-size burial plot.

The Committee is being asked to consider whether a full-size, double-depth burial plot should accommodate up to two burials and additional sets of cremated remains, where sufficient space is available and existing interments would not be disturbed.

There are also a number of existing triple-depth plots, mainly within the older section of the cemetery. The current rules do not specify whether new triple-depth plots should be permitted or the maximum number of interments that may be accommodated within them.

Historical cemetery records may not always identify the specific location of cremated remains within a burial plot. Any new requirements would therefore need to apply to future interments rather than assume that the precise location of historic cremated remains is known.

3. Detailed Consideration

A full-size, double-depth burial plot could accommodate:

- up to two burials; and
- up to six sets of cremated remains,

subject to sufficient space being available and the interments being possible without disturbing existing burials or creating offensive soil.

Triple-Depth Plots

There are existing triple-depth plots within the cemetery, mainly in the older section.

The Committee is asked to determine whether new triple-depth plots should be permitted and, if so, the maximum number of burials and/or sets of cremated remains

that may be accommodated. The Committee may also wish to consider whether existing triple-depth plots should be subject to the same maximum or whether different arrangements should apply.

Recording of Cremated Remains

It is proposed that, for future interments, the location of each set of cremated remains within a burial plot is recorded as accurately as reasonably practicable at the time of interment. This would improve the accuracy of cemetery records and assist with future management of plots. It would not imply that the precise location of historic cremated remains is known where this has not previously been recorded.

Where there is any doubt regarding the capacity or suitability of a plot, the matter would be referred to the Town Clerk and, where necessary, the Joint Burial Committee for consideration.

4. Financial implications

The number of interments permitted within a plot may affect future cemetery income. Permitting additional interments could reduce the need for some families to purchase additional plots, while a lower maximum could result in additional plots being required.

The financial impact will depend on future demand and cannot be quantified at this stage.

5. Recommendation

- 5.1. It is recommended that the Committee:
- a) consider whether to permit up to six sets of cremated remains to be interred within a full-size, double-depth burial plot, in addition to up to two burials, subject to available space and no disturbance of existing interments or creation of offensive soil;
 - b) consider whether new triple-depth burial plots should be permitted;
 - c) if triple-depth plots are permitted, determine the maximum number of burials and/or sets of cremated remains that may be accommodated within a triple-depth plot;
 - d) consider whether existing triple-depth plots should be subject to the same maximum number of interments or whether different arrangements should apply; and
 - e) consider introducing a requirement for the location of all future cremated remains interments within a burial plot to be recorded as accurately as reasonably practicable.

Report subject	To consider introducing a fee for searches of cemetery records
Committee name	Joint Burial Committee
Meeting date	Tuesday 6 October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Local councils
Decision required?	Yes

1. Purpose

To consider introducing a fee for searches of Townsend Cemetery records.

2. Background information

The Council does not currently charge for searches of cemetery records.

Requests can require officer time to take the initial enquiry and obtain the necessary information, undertake the search of cemetery records, which can sometimes be complex or involve historic records, provide the information requested and complete the associated administration and invoicing.

Local comparisons include:

- **Martock Parish Council:** £26 for an advanced plot search, involving checking burial registers and purchased ledgers. The fee is three times higher for non-parishioners.
- **Iminster Town Council:** £44 per hour for searches of burial records, with the fee doubled for non-parishioners.

3. Detailed Consideration

A standard fee of £40 per person searched is proposed, regardless of the amount of officer time required to complete the search. The fee would apply to each individual person for whom a cemetery record search is requested. The Committee may wish to consider whether any reduced fee should apply where multiple individuals are included within the same request, or whether a maximum charge should apply to larger searches.

The proposed fee would cover the officer time involved in taking the enquiry, obtaining the required details, searching the cemetery records, providing the information requested and completing the associated administration.

It is proposed that the fee would apply equally to residents and non-residents, with no additional charge for non-parishioners.

A standard fee would provide a clear and consistent charge for applicants and avoid the need to calculate the exact time spent on each individual search.

4. Financial implications

The proposed fee would contribute towards the recovery of officer time and administrative costs associated with cemetery record searches.

5. Recommendation

- 5.1. It is recommended that the Committee consider introducing a £40 fee for each individual person searched in the Townsend Cemetery records and determine whether any variation to the fee should apply where multiple individuals are included within a single request.

Report subject	To review the policy for applying double fees
Committee name	Joint Burial Committee
Meeting date	Tuesday 6 October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To review the current policy for applying double cemetery fees to non-residents, following a recent request for consideration of the charges in circumstances where a former long-term resident moved outside the parish into residential care.

2. Background information

At its meeting on 3 February 2026, the Joint Burial Committee considered the circumstances in which double fees should apply following a person moving out of the parish.

It was noted that there were no existing rules setting a specific timeframe. The Committee agreed that a person would remain eligible for resident fees if they died within 12 months of moving out of the parish, after which non-resident (double) fees would apply. The Committee also agreed discretion in cases where a move occurred due to end-of-life circumstances, subject to appropriate proof.

The current charging arrangements provide for a single fee where the deceased is resident within the parish and double the resident fee where they are resident outside the parish. The resident fee reflects the contribution made through local Council Tax towards the cost of providing and maintaining the cemetery.

A recent enquiry concerning a former long-term Crewkerne resident who moved into residential care outside the parish several years before her death has prompted a review of whether the current provisions adequately cover such circumstances.

3. Detailed Consideration

The Committee is asked to review the provisions agreed on 3 February 2026 and consider whether any amendments are appropriate.

In particular, the Committee may wish to consider whether the existing discretion for moves due to end-of-life circumstances provides sufficient flexibility, or whether further provision should be made for persons who move outside the parish into long-term residential care.

The Committee may also wish to consider the position of a person who moves into the parish. Under the current arrangements, it could be argued that a person becomes eligible for the resident fee from the date they establish residence within the parish. The Committee may wish to consider whether a minimum period of residence, such as 12 months, should apply before resident fees become payable.

If discretion is retained or extended, the Committee should consider whether clear criteria and evidence requirements are needed to ensure comparable circumstances are treated consistently. For information, some nearby burial authorities, including Kingsbury Episcopi, Martock and South Petherton, apply charges of three times the resident fee in certain circumstances.

A separate confidential agenda item later in the meeting relates to a specific burial and contains personal information relating to an individual and her family. The Committee should consider any general changes under this public agenda item before considering the individual case in confidential session.

4. Financial implications

Double fees provide additional income towards the cost of providing and maintaining the cemetery where the deceased is not resident within the parish.

Any extension of the circumstances in which resident fees can be applied may reduce cemetery income. The financial impact would depend upon the number of cases affected.

5. Equalities considerations

Any policy should be clear, transparent and applied consistently. Where discretion is available, clearly defined criteria should be established to ensure that comparable circumstances are treated consistently.

6. Recommendation

- 6.1. It is recommended that the Committee:
- a) considers whether the existing 12-month period and discretion for moves due to end-of-life circumstances remain appropriate;
 - b) determines whether any amendments or additional provisions should be introduced for persons who move outside the parish into residential care;
 - c) considers whether a minimum period of residence should apply before a person moving into the parish becomes eligible for resident cemetery fees; and
 - d) if a minimum period is considered appropriate, determines what period should apply.

Out of Hours Interments Policy

1. Purpose

This policy sets out the arrangements for the backfilling of cremated remains plots where an ashes interment takes place outside the council's normal operating hours.

2. Definitions

For the purposes of this policy:

- **'council'** means Crewkerne Town Council.
- **'cemetery'** means Townsend Cemetery, Crewkerne.
- **'ashes interment'** means the interment of cremated remains in a cremation plot.
- **'full burial'** means the interment of a body in a full-size burial plot.

3. Normal Arrangements

Ashes interments may be conducted by the family, funeral director or other authorised person. Where an interment takes place on a weekday between 9am and 2.30pm, the council will undertake the backfilling of the ashes plot.

4. Advance Notification

Arrangements for any ashes interment taking place after 2.30pm on a weekday or at weekends and public holidays must be agreed with the council at the time the interment is booked. Where use of the cemetery chapel is required, this must be requested and agreed with the council at the time of booking.

5. Out of Hours - Full Burials

Any full burial taking place outside the council's normal operating hours may only proceed with the prior written agreement of Crewkerne Town Council.

The funeral director, or where no funeral director is engaged, the applicant arranging the burial, must obtain confirmation from the council that the cemetery may be used on the proposed date and at the proposed time before any arrangements are finalised.

The applicant must engage a suitably competent and experienced grave digger to undertake the excavation and backfilling of the grave. The grave digger must have appropriate training and experience in grave excavation and cemetery working practices, including relevant health and safety requirements.

The granting of permission for an out of hours burial does not place any obligation on the council to provide staff attendance, grave preparation, backfilling, chapel access or any other cemetery services unless specifically agreed in advance.

The council reserves the right to refuse any request for an out of hours burial where operational, safety, staffing or cemetery management considerations make this necessary.

6. Out of Hours - Ashes

Where an ashes interment takes place:

- After 2.30pm on a weekday; or
- At any time on a weekend, public holiday or other occasion introduced by legislation pertaining to England,

the council will not provide a backfilling service.

In these circumstances, the funeral director, or where no funeral director is engaged, the applicant who arranged the interment, shall be responsible for engaging a suitably competent and experienced person to undertake the backfilling of the ashes plot immediately following the interment. The person undertaking the work must have appropriate training and experience in cemetery working practices, including relevant health and safety requirements.

7. Use of the Cemetery Chapel

Where the cemetery chapel is required for an out of hours interment, access arrangements must be agreed with the council in advance.

The council will provide the chapel padlock code to the applicant or funeral director responsible for the interment. The code must not be shared with any unauthorised person.

The chapel must be left in the same condition as it was found, including:

- Ensuring the building is left clean, tidy and secure;
- Removing any items, litter or equipment brought onto the premises;
- Switching off any lights, heating or electrical equipment used during the service;
- Securing all doors and gates as instructed by the council.

The applicant or funeral director shall ensure that any service held within the chapel is conducted within the time agreed when the interment was booked. The council reserves the right to refuse future out of hours chapel use where services repeatedly overrun the agreed times or where the chapel is not left in a condition satisfactory to the council.

8. Backfilling Requirements

The person responsible for the backfilling shall:

- Provide all necessary tools and equipment;
- Backfill the plot immediately following the interment;
- Ensure the ground is left level with the surrounding surface;
- Leave the plot, surrounding area and any adjacent memorials in a safe, clean and tidy condition;
- Remove any surplus soil, waste materials or equipment from the cemetery.
- Hold and maintain appropriate Public Liability Insurance with a level of cover sufficient to meet any liabilities arising from the interment and backfilling activities and provide evidence of such insurance to the council upon request.

9. Safety and Compliance

The person carrying out the interment and backfilling shall be responsible for ensuring that the work is undertaken safely and that no open excavation is left unattended or unsecured.

All interments and backfilling activities must comply with the council's Cemetery General Rules and any lawful instructions issued by the council.

10. Liability

The council accepts no responsibility for the supervision of out of hours interments or for any backfilling undertaken by third parties. This does not exclude or limit any liability that the council may have in law, including liability arising from its negligence.

Any damage caused to cemetery property, memorials, infrastructure or neighbouring graves arising from the interment or backfilling shall be the responsibility of the funeral director or other person carrying out the work.

Failure to comply with the requirements of this policy, including the requirement to maintain appropriate Public Liability Insurance, may result in the council refusing future requests for out of hours interments.

11. Exceptions

The council reserves the right to make alternative arrangements in exceptional circumstances and to refuse any out of hours interment where operational, safety or cemetery management considerations make this necessary.

Version Control:

Adopted by Joint Burial Committee: XXXXXX, Min. No. XXXX

This policy will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **October 2030**

Townsend Cemetery General Rules and Regulations

1. Definitions

For the purposes of these rules:

- 'council' means Crewkerne Town Council.
- 'cemetery' means Townsend Cemetery, Crewkerne.
- 'ashes interment' means the interment of cremated remains in a cremation plot or full-size burial plot.
- 'full burial' means the interment of a body in a full-size burial plot.

2. Conduct

- 2.1 All persons shall conduct themselves in a quiet, decent and orderly manner and must keep to the paths except when visiting a grave **and must not disturb or interfere with funerals, interments or other persons visiting graves.**
- 2.2 The committee reserves the right to temporarily close all or part of the cemetery where necessary for maintenance, repairs, emergencies or in the interests of public safety.
- 2.3 Only waste arising from the care or maintenance of a grave or memorial may be placed in the bins provided. Any other waste or litter must be removed from the cemetery by the person responsible.
- 2.4 Cycling, skateboarding, roller skating or playing of sports/games is not permitted in the cemetery.
- 2.5 The taking of commercial photographs and filming is not permitted in the cemetery except with the prior approval of the committee for which a fee may be charged. **This includes but is not limited to the use of photographs and/or filming for business purposes and any situation where the images would result in any financial gain.**
- 2.6 No person shall unreasonably interrupt council staff, **or any volunteers appointed by the committee** whilst they are engaged in their duties nor seek to employ them privately to execute work within the cemetery. Council staff are not allowed to receive gratuities.
- 2.7 No persons shall canvass or solicit orders in the cemetery grounds.
- 2.8 Alcoholic drinks shall not be consumed in the cemetery.
- 2.9 No smoking **or vaping** within the cemetery grounds.
- 2.10 The setting off of fireworks or other pyrotechnics is strictly forbidden, unless explicit permission is granted beforehand by the committee.
- 2.11 Dogs are allowed in the cemetery provided that they are **kept** on a lead **and are under the supervision of a person who will exercise control over their behaviour.**
- 2.12 All vehicles are restricted to the main drive **except for** ~~apart from authorised~~ vehicles **authorised by the committee and disabled scooters.** ~~and disabled scooters.~~ **and mobility scooters used by disabled visitors.**
- 2.13 No grave, ashes plot or other part of the cemetery may be excavated, opened or disturbed except by persons authorised by the committee. All excavation and preparation of graves and ashes plots

must be carried out by the committee, or its appointed contractors or other persons authorised by the committee.

2.14 ~~Any person who causes~~ All damage caused to any boundary wall, fence, ground, path, memorials or other ~~to any part of the cemetery must~~ may be required to repair the damage repaired to the satisfaction of the committee and maybe liable for the costs incurred by the committee in carrying out or arranging such repairs. ~~by the party causing the damage.~~

2.15 No glass containers may be placed on any grave. Seasonal items wreaths may be placed but must ~~will~~ be removed after two months or they will be removed by council officers.

3. Interments

3.1 All interments and the scattering of cremated remains are to be arranged through the Town council's office, and at least two working days' notice must be given prior to a burial or the scattering of cremated remains taking place. Working days do not include Saturdays, Sundays, public holidays, other occasions introduced by legislation pertaining to England, the day notice is received or the day of interment.

3.2 Before a grave or ashes plot may be opened, a completed Notice of Interment must be received. Where the plot has previously been purchased, the Exclusive Right of Burial Certificate must be provided or otherwise verified by the committee or officer of the council. No interment may take place without the prior approval of the committee or officer of the council.

3.3 Cremated remains may be commemorated at the cemetery in the following ways:
a) interment in a dedicated cremated remains plot, with an approved tablet or flower holder;
b) interment in an existing burial plot; or
c) commemoration in the Garden of Remembrance by means of an approved plaque.

3.4 The scattering of cremated remains requires the prior approval of the committee and may only take place in areas designated by the committee for that purpose.

3.5 Only caskets of wood or other biodegradable materials shall be used for interment.

3.6 Following an interment, floral tributes (including artificial flowers and decorations) placed on the grave will be removed after three months if they become unsightly.

3.7 The maximum number of interments permitted in a full-size, double-depth burial plot is XXX burials and XXX sets of cremated remains. The maximum number of interments permitted in a full-size, triple-depth burial plot is XXX burials and XXX sets of cremated remains.

3.8 A double-depth grave is intended for the interment of two separate coffins, one above the other, subject to the suitability of the ground and the dimensions of the coffins.

3.9 Where an application is made for two deceased persons to be interred in a single coffin or casket (including a double casket), this must be agreed with the committee in advance. The committee will determine whether the proposed interment is suitable having regard to the dimensions of the coffin or casket, the grave, applicable regulations and any other relevant requirements.

3.10 Some disturbance of the ground may be necessary if further interments occur in the same area.

3.11 The maximum number of interments permitted in a cremation plot is XXX sets of cremated remains.

3.12 Cremated remains may only be scattered within the Garden of Remembrance, or within the cremation plot or full grave plot.

- 3.13 The holder of an Exclusive Right of Burial must notify Crewkerne Town Council of any change of name, address or other contact details, to enable the council to maintain accurate records and contact details.
- 3.14 New Exclusive Rights of Burial are granted for a period of 99 years. Upon expiry, an application may be made for a further grant of Exclusive Rights of Burial, subject to the committee's current policy and the provisions of the Local Authorities' Cemeteries Order 1977 or any succeeding legislation. Any new grant of Exclusive Rights of Burial shall not exceed 99 years. This does not apply to Commonwealth War graves.
- 3.15 The transfer or assignment of an Exclusive Right of Burial must be undertaken in accordance with applicable legislation and the committee's procedures. Applications for the transfer or assignment of an Exclusive Right of Burial must be made to the council and are usually subject to an applicable fee.

4 **Memorials**

4.1 **Memorials in the New Section:**

Upright lawn memorials are permitted in the New Section. Headstones and memorials for cremated remains must not exceed 2 ft 6 ins (76 cm) in height or 2 ft (61 cm) in width, including the plinth. Kerbstone surrounds, fencing, railings, borders, chippings, gravel and shingle are not permitted.

4.2 **Memorials in the Old Section:**

Upright headstones and kerbstone memorials are permitted in the Old Section. Headstones and memorials for cremated remains must not exceed 5 ft (152 cm) in height or 3 ft (91 cm) in width. Kerbstone surrounds must not exceed 7 ft (213 cm) in length or 3 ft (91 cm) in width and must not include rails, chains or palisades. Chippings may only be used within a kerbstone surround approved by the committee or the Town Clerk.

- 4.3 Inscriptions should be simple and reverent. Photographs, images, engraved drawings and other decorative or individual design features may be permitted where included in the memorial application and approved by the council or the Town Clerk. Any such design should be discreet, appropriate to the memorial and reflect the life of the person commemorated. Photographs, including porcelain photographic plaques, must not exceed 10 cm in height and 8 cm in width.

- 4.4 Applications for new memorials or additional inscriptions on existing memorials must be submitted in writing ~~through~~ on the committee's prescribed application form by a person acting for a business that is a full retail member of a NAMM or an accredited member of BRAMM. ~~approved stone mason~~ Details of the proposed memorial, including dimensions, materials, inscription and design, must be provided. Headstones and other stone memorials may only be installed by a suitably qualified and competent memorial mason. No stone memorial may be installed until the memorial application has been approved by the council or committee. All memorials must be installed and fixed in accordance with BS 8415, or any replacement or relevant British Standard, and the current applicable NAMM or BRAMM code and guidance.

- 4.5 ~~Wooden crosses must be approved by~~ require the prior approval of the Clerk to the Joint Burial Committee. Once approved, they may be installed by the grave owner or their representative without the use of a qualified memorial mason, subject to the Cemetery General Rules. Wooden crosses must be maintained in good order and kept in a safe and presentable condition. The committee reserve the right to remove a wooden cross if its condition deteriorates to the extent that it becomes rotten or unsafe.

- 4.6 Only the holder(s) of the Right of Burial may apply for permission to erect a memorial, add any further plinth, tablet or vase, or add a further inscription to an existing memorial.

- 4.7 Memorials are the private property of the holder(s) of the Exclusive Right of Burial, who are responsible for their maintenance and upkeep and must ensure that they are maintained in a good and safe condition. Whilst the committee takes reasonable care when carrying out its duties, it cannot accept responsibility for loss of or damage to memorials, however caused, or for any third party claims. Holders are therefore strongly advised to arrange appropriate insurance.
- 4.8 Where a memorial is not maintained in a good or safe condition, the committee may take such action as it considers reasonable ~~has the authority to remove, or alter memorials in any way they deem necessary to ensure for the proper due order and safety of the cemetery.~~ This may include requiring the holder of the Exclusive Right of Burial to repair or make safe the memorial or, where necessary, securing, repairing, removing or otherwise dealing with the memorial. The costs of any action taken by the committee may be recoverable from the holder(s). ~~Before taking any action,~~ The committee will make reasonable efforts ~~attempt to contact the plot holder(s) owner before~~ taking such action, except where immediate action is necessary for health and safety reasons.
- 4.9 The committee reserves the right, on health and safety grounds, to take immediate action in relation to any memorial which it ~~regarding any headstone which could reasonably considers may present be suspected to represent a danger to persons or property.~~ This may include making the memorial safe, securing it, repairing it, removing it or taking any other action considered necessary.
- 4.10 The committee may ~~cause, without notice, removal from any grave, any object that is considered to be a hazard to public safety or to cemetery staff, or to any committee appointed volunteer. from any grave without notice.~~
- 4.11 Plants and flowers placed on the grave space must be maintained in a tidy condition. ~~Flowers and containers must be placed so that they do not obstruct the maintenance of the cemetery or interfere with grass cutting. The committee reserves the right to remove any flowers, containers or other items placed in a position that obstructs maintenance or presents a hazard.~~
- 4.12 ~~The committee may remove or order to be removed any permanent planting as it sees fit. The committee may authorise the pruning, cutting down or trimming of any shrubs, plants or flowers where they have become unsightly or overgrown and may remove any dead shrubs, plants or flowers. The committee may also remove or require the removal of any permanent planting where it considers this necessary for the proper management, maintenance, appearance or safety of the cemetery. Where reasonably practicable, the committee will seek to inform any person it considers to be an interested party before such action is taken~~
- 4.13 ~~Permission must be obtained from the committee for memorial shrubs, trees and seat to be placed in the cemetery. No memorial tree, shrub or bench may be purchased, planted or installed in the cemetery without the prior written approval of the committee. Applications must be made in accordance with the committee's Memorial Bench and Tree Policy and the relevant application form. The committee reserves the right to determine the location, specification and installation requirements of any approved memorial tree, shrub or bench.~~
- 4.14 The erection ~~or installation~~ of fences, borders, railings or any ~~other form type~~ of surround ~~around a grave is not permitted. allowed. The use of Flat stone, chippings, gravel or shingle to create a surround, or cover around a grave is also not permitted. is not allowed.~~
- 4.15 The committee may remove from any grave or memorial any item which has not been authorised, does not comply with these rules, or is considered unsuitable, unsightly, or likely to interfere with the maintenance, appearance, safety or proper management of the cemetery. This includes, but is not limited to, lighting, ornaments, images, models, paintings, toys and other objects. Where practicable, any item removed will be retained for a reasonable period and may thereafter be disposed of by the committee.
- 4.16 Items placed on graves, including but not limited to lanterns, ornaments, photographs, toys, flowers and other personal items, are placed entirely at the owner's risk. The committee cannot

accept responsibility for any loss of or damage to such items, howsoever caused, including damage arising from weather, wildlife, cemetery maintenance or the actions of third parties. Holders of the Exclusive Right of Burial are advised to arrange adequate and suitable insurance where appropriate.

5 Garden of Remembrance

5.5 No plaque may be affixed to the Garden of Remembrance wall without the prior written permission being obtained from the committee in writing.

5.6 The committee cannot accept responsibility be held responsible for any loss or damage to plaques in the Garden of Remembrance, howsoever caused.

5. Reclamation

5.1 The committee reserves will manage and administer all rights of management of the cemetery in accordance with applicable legislation and its policies. In particular Where an grant of Exclusive Right of Burial has been made granted but has not been exercised after a period of not less than 99 years; or has been exercised but not further used, for the prescribed period of years, after a period of not less than 125 years, the committee may take such action in relation to the grave as is permitted by law.

5.2 No human remains or cremated remains may be removed from the cemetery except in accordance with applicable legislation and any necessary licence, order or other statutory authority.

6. General

6.1 As the cemetery is situated in a rural location it is occupied by a variety of wildlife which may occasionally cause damage to paths, graves and floral arrangements. The committee will seek to repair such damage to the best of its ability but cannot guarantee its effectiveness of any repairs or that further damage will not occur. The committee accepts no liability for any loss or damage arising from such damage or any repairs undertaken. Holders of the Exclusive Right of Burial are advised to consider obtaining adequate and suitable insurance cover for memorials and other items placed in the cemetery to protect against damage or loss arising from such events.

6.2 In all matters concerning memorials, inscriptions, forms of service and other activities in the Townsend Cemetery, the decision of the Joint Burial Committee shall be is final, subject to any rights of appeal or other remedies available under applicable legislation.

6.3 All fees and charges, including, but not limited to, interments, Exclusive Rights of Burial, memorials and other cemetery services must be paid in accordance with the committee's current scale of fees and charges.

6.4 Searches of burial and cemetery records may be undertaken by the committee or officer of the council upon application and subject to any applicable fee.

6.5 The council will process personal data relating to cemetery administration in accordance with applicable data protection legislation and the council's Privacy Notice.

Version Control:

Reviewed and updated by the Joint Burial Committee: 6 June 2023, Minute No. 12 23/24

Reviewed and updated by the Joint Burial Committee: 6 October 2026, Minute No. XXXXX

These rules supersede and replace all previous versions of the Townsend Cemetery General Rules.
These rules will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **October 2030**

Crewkerne & West Crewkerne Joint Burial Committee

Townsend Cemetery Rules and Regulations for Monumental Masons

These Rules and Regulations are supplementary to the Townsend Cemetery General Rules and Regulations and must be read in conjunction with them. Nothing in these Rules and Regulations overrides or supersedes any applicable legislation, including the Local Authorities' Cemeteries Order 1977, or any applicable Council byelaws.

1. Definitions

1.1 For the purposes of these rules:

- **'council'** means Crewkerne Town Council.
- **'cemetery'** means Townsend Cemetery, Crewkerne.
- **'ashes interment'** means the interment of cremated remains in a cremation plot or full-size burial plot.
- **'full burial'** means the interment of a body in a full-size burial plot.
- **'New Section'** and **'Old Section'** mean the areas of Townsend Cemetery identified by those names on the cemetery plan maintained by the council. The memorial dimensions and permitted features applicable to each section are set out in Section 4.

1.2 Where there is any doubt as to whether a grave is located within the Old Section or New Section, the council shall determine which section applies by reference to the cemetery plan and the council's burial records.

2. Memorial Masons and Contractors

2.1 Before any work is carried out in the cemetery, a monumental mason must provide the council with evidence of current public liability insurance with a minimum cover of £5 million. Evidence of insurance must be renewed and provided to the council annually.

2.2 Before any work is carried out in the cemetery, a monumental mason must provide the council with evidence of their relevant qualifications. They must hold one or more recognised qualifications for the fixing and securing of memorials that demonstrate competence in accordance with BS 8415:2018 or any subsequent or replacement British Standard and the current applicable NAMM or BRAMM requirements.

2.3 The business supplying any memorial, additional inscription or remedial work must be a full retail member of NAMM or an accredited member of BRAMM.

2.4 All work must be arranged with the council in advance and must conform with BS 8415:2018 or any subsequent or replacement British Standard. Memorial masons must liaise with the council to agree the date and time of any work to be undertaken in the cemetery.

2.5 The person responsible for erecting, fixing, moving or transporting a memorial must provide all tools, equipment and labour necessary to carry out the work. All work must be carried out using appropriate safe working methods and in accordance with applicable health and safety requirements and the current NAMM Code of Working Practice or, where applicable, the current unabridged BRAMM Blue Book, in accordance with the scheme or organisation under which the memorial mason is working.

- 2.6 The person responsible for erecting a memorial must remove any surplus soil to an area designated by the committee and leave the work area clean and tidy on completion of the work.
- 2.7 No hewing, dressing or cutting of memorials is permitted within the cemetery.
- 2.8 Where a memorial is removed for an additional inscription, alteration or repair, the memorial must be returned and reinstalled in accordance with the current relevant British Standard and applicable NAMM or BRAMM code of working practice.
- 2.9 No memorial may be removed from the cemetery for any purpose without the prior consent of the council.

3. **Memorials**

- 3.1 The Exclusive Right of Burial must be purchased before an application can be made **for the right** to erect a memorial, **in accordance with the Townsend Cemetery General Rules and appropriate legislation.**
- 3.2 Applications for a new memorial, an alteration to an existing memorial or an additional inscription must be made on the committee's prescribed application form and signed by the holder(s) of the Exclusive Right of Burial. No memorial may be placed, removed or altered, and no inscription may be added, without the prior written approval of the council and payment of any applicable fee.
- 3.3 Cremated remains may be commemorated at the cemetery in the following ways:
- a) interment in a dedicated cremated remains plot, with an approved tablet or flower holder;
 - b) interment in an existing burial plot; or
 - c) commemoration in the Garden of Remembrance by means of an approved plaque.

~~Applications to erect a memorial or to add an inscription must be made by the holder of the Exclusive Right of Burial or their Executor.~~

~~No memorial may be placed, or inscription added without full permission to do so being obtained from the committee in writing and the appropriate fee being paid.~~

- 3.4 The committee may refuse to permit **a memorial, inscription, design, material or other feature which it considers** ~~considered~~ inappropriate, **unsuitable** or **likely to** ~~that would~~ cause offence.
- 3.5 Memorials should be constructed from **durable** materials **of suitable quality which are appropriate for use in a cemetery and are unlikely to perish, become unsightly or pose a danger.** ~~which are in keeping with, and similar to, other memorials in the cemetery.~~ Synthetic stone and plastic **memorials** are not permitted.

4. **Memorial Dimensions and Permitted Features**

4.1 **Memorials in the New Section:**

Upright lawn memorials are permitted in the new section. Headstones and memorials for cremated remains ~~should~~ **must** not exceed 2ft 6ins (76 cm) in height and 2ft (61 cm) in width (including the plinth). Kerbstone surrounds ~~flat stones,~~ fencing, **railings, borders,** chippings, gravel and shingle **are not permitted.** ~~will not be allowed on any type of grave.~~

4.2 **Memorials in the Old Section:**

Upright headstones and kerbstone memorials are permitted in the old section. Headstones and memorials for cremated remains should not exceed 5ft (152 cm) in height or 3 ft (91 cm) in width.

Kerbstones should not exceed 7 ft (213 cm) in length or 3 ft (91 cm) in width and ~~must not include be constructed without~~ rails, chains or palisades. ~~No chippings are permitted unless within a kerbstone.~~ Chippings may only be used within a kerbstone surround approved by the committee or the Town Clerk.

- 4.3 Existing memorials and kerbstone surrounds which were lawfully installed before these rules came into effect may remain, subject to being maintained in a good, safe and sound condition. No alteration, extension or replacement may be made without the prior written approval of the council.
- 4.4 No headstone or other permanent memorial may be installed, or a new inscription added, until a minimum period of 12 months following a full burial or 6 months following the interment of cremated remains has elapsed. This period is required to allow the ground to settle and reduce the risk of the memorial sinking, leaning or becoming unstable.

5. Memorial Identification and Inscriptions

- 5.1 Memorials and any integral vases made from quarried materials must have the number of the grave space permanently marked or cut conspicuously on the back.
- 5.2 Monumental masons may display their name on the back of a memorial in lettering not exceeding 1cm (1/2 in) in height.
- 5.3 Inscriptions should be simple and reverent. Photographs, images, engraved drawings and other decorative or individual design features may be permitted where included in the memorial application and approved by the council or the Town Clerk. Any such design should be discreet, appropriate to the memorial and reflect the life of the person commemorated. Photographs, including porcelain photographic plaques, must not exceed 10 cm in height and 8 cm in width.

~~Inscriptions should be simple and reverent and may include imprinted photographs with a maximum size of 10 cms high and 8 cms wide. Decoration of the memorial by means of engraved drawings should be discreet and reflect the life of the person commemorated and will require Committee approval.~~

6. Vases and Containers

Any vase or other container intended to remain permanently at a grave must form an integral part of the memorial and must be approved as part of the memorial application.

7. Installation Standards

Memorials should, wherever reasonably practicable, be installed on undisturbed ground. All memorials must be installed, fixed and maintained in accordance with BS 8415:2018 or any replacement or relevant British Standards and current applicable NAMM and BRAMM codes of working practice, standards and guidance.

8. Completion of Works

The Council would appreciate monumental masons notifying the council when the installation of a memorial has been completed and providing a clear photograph of the completed memorial within five working days of completion, wherever reasonably practicable.

9. Guarantee of Work

The council recommends that monumental masons provide a minimum 10-year guarantee for the workmanship associated with the installation and fixing of a memorial.

10. Memorial Safety and Maintenance

In the event of any inconsistency between these rules and the Townsend Cemetery General Rules, the General Rules shall apply.

- 4.1 ~~Memorials removed for an additional inscription or for repair must be returned and fixed according to British Standard 8415. Already covered~~
- 4.2 ~~All memorials must be installed in accordance with British Standard 841. Already covered~~
- 4.3 ~~The person responsible for erecting, fixing, moving or transporting the memorial must provide all necessary tools, equipment and labour necessary for that purpose. Safe working methods must be adopted such as team lifts, working on uneven ground and a minimum of two operatives to fix all memorials. Already covered~~
- 4.4 ~~The person responsible for erecting the memorial must move all spare soil to the area designated in the Cemetery and clean up after the completion of the work. Already covered~~
- 4.5 ~~A current copy of a monumental mason's public liability insurance, 'certificate from insurer' (minimum value £5,000,000) must be produced before any work is carried out in the Cemetery. Already covered~~
- 4.6 ~~The Committee must be informed when any work is going to take place in the Cemetery. Already covered~~
- 4.7 ~~No hewing or dressing of memorials is permitted within the Cemetery. Already covered~~
- 4.8 ~~Wherever possible memorials should be placed on undisturbed ground. Already covered~~
- 4.9 ~~No memorial is to be removed for any purpose without the previous consent of the Committee. Already covered~~
- 1.19 ~~The Committee will not be liable for damage to any memorial caused by storm, wind, subsidence or by any other cause. Covered by the General Rules~~
- 1.20 ~~The Committee may authorise removal of memorials from private graves where the period of right of burial has expired. Covered by General Rules~~
- 1.21 ~~All memorials shall be kept in repair by the owner and if not so may be repaired or removed at the discretion of the Committee and at the expense of the owner. Covered by General Rules~~
- 1.22 ~~The Committee as Burial Authority has the authority to remove or alter memorials in any way they deem necessary or desirable for the due order of the cemetery. Before taking any action the Committee will attempt to contact owners and families. Covered by General Rules~~
- 1.23 ~~Memorials are the private property of the holder of the Exclusive Right of Burial and must be maintained in a good and safe condition and if not so may be repaired or removed at the discretion of the Committee and at the expense of the owner. Covered by General Rules~~

- 1.24 ~~The Committee may remove, or cause to be removed, any glass jar and vase or any other object considered to be a hazard to public safety or to Town Council staff, from any grave without notice.~~
Covered by General Rules
- 1.25 ~~The Committee reserves the right on Health and Safety grounds, to take immediate action with regard to any memorial which could reasonably be suspected to represent a danger.~~ *Covered by General Rules*

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These rules will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **October 2030**

Crewkerne & West Crewkerne Joint Burial Committee

Rules and Regulations – Funeral Directors and Gravediggers

1. Definitions

1.1 For the purposes of these rules:

- **'council'** means Crewkerne Town Council.
- **'cemetery'** means Townsend Cemetery, Crewkerne.
- **'ashes interment'** means the interment of cremated remains in a cremation plot or full-size burial plot.
- **'full burial'** means the interment of a body in a full-size burial plot.
- **'New Section'** and **'Old Section'** mean the areas of Townsend Cemetery identified by those names on the cemetery plan maintained by the council.

1.2 Where there is any doubt as to whether a grave is located within the Old Section or New Section, the council shall determine which section applies by reference to the cemetery plan and the council's burial records.

2. Applications and Interments

2.1 Notice of Interment forms must be received at the Crewkerne Town Council offices at least ~~two~~ **three** clear working days before the date of interment. **Working days do not include Saturdays, Sundays, public holidays, other occasions introduced by legislation pertaining to England, the day notice is received or the day of interment.**

2.2 Any proposed interment involving a double coffin or casket must be notified to the committee in advance and must not proceed without the committee's approval.

2.3 No interment will be permitted unless the appropriate fee has been received by the council **except in the case of children under 16, where no interment fee is payable for that child.**

2.4 All fees to be charged will be doubled ~~to~~ **for residents outside Crewkerne and West Crewkerne parishes except for:**

- a) **residents who have recently moved out of these parishes within the last 12 months to a nursing home or hospital; or**
- b) **where the purchaser does not live in the parish but the deceased did; or**
- c) **where a request for a reduced fee has been made on the grounds of special circumstances regarding residency and the committee has agreed that a lower charge should apply.**

2.5 ~~Sites of new graves will be determined by the committee.~~ **The position of new burial and cremation plots shall be determined by the committee or an authorised officer of Crewkerne Town Council.**

2.6 Applications for new grave or cremation plots in the New Section will **normally** be allocated the next available space, **unless special circumstances apply and an alternative allocation has been agreed with the committee or authorised officer of Crewkerne Town Council.**

2.7 For interments in an existing ~~plot, grave proof of ownership~~ **the holder(s) of the Exclusive Right of Burial must be provided confirmed by Crewkerne Town Council officers.**

2.8 ~~If no proof of ownership can be provided~~ No burial will be allowed until the legal holder of the Exclusive Right of Burial for the plot has been established. Where the holder(s) is/are deceased, the Exclusive Right of Burial must be transferred to another holder in accordance with the legal procedure prior to interment.

2.9 Only coffins and caskets made of wood or other biodegradable materials shall be used for interment.

3. Burial and Cremation

3.1 All coffins and caskets must be clearly identified with the name of the deceased.

3.2 The Funeral Director is requested to provide photographic confirmation of the completed interment to the Committee following the funeral, wherever reasonably practical.

3.3 ~~For grave plots~~ The Funeral Director is responsible for employing a suitably competent and experienced gravedigger and must ensure that all gravedigging work is carried out in accordance with these rules. The grave digger must have appropriate training and experience in grave excavation and cemetery working practices, including relevant health and safety requirements.

3.4 A copy of the Funeral Director's public liability insurance certificate, providing a minimum of £5 million cover, must be provided to Crewkerne Town Council. ~~the gravedigger has public liability cover and that all work is carried out according to the Committee's regulations listed below. If the Superintendent is required to dig an ashes plot, this must be requested at the time that the interment is booked.~~

3.5 All burial and cremation plots will be of double depth unless ground conditions are unsuitable.

3.6 Cremated remains may only be interred in a previously purchased cremation plot or an existing full-size burial plot. Scattering of cremated remains is not permitted except within the designated Garden of Remembrance.

3.7 ~~Grave spaces will be marked and labelled by Town Council staff.~~ The position of each burial or cremation plot shall be determined and marked out by Crewkerne Town Council staff. The marking shall identify the correct plot for the gravedigger or funeral director to prepare. No plot shall be excavated until its position has been confirmed and marked out by the council.

3.8 The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin to the grave side.

3.9 The Funeral Director is responsible for taking reasonable steps to ensure the safety and appropriate behaviour of those attending the funeral. Mourners must not participate in backfilling any grave or cremation plot.

3.10 All signage, equipment and materials brought into the cemetery for a funeral must be safely removed following the interment.

3.11 ~~A of the Registrar of Deaths or Coroner must be received at the Town Council.~~ Crewkerne Town Council must have received the appropriate documentation at least two working days before the interment takes place:

- a) For burials, a certificate from the Registrar of Deaths or Coroner; or
- b) For cremations, the appropriate Cremation Certificate.

No interment will take place until the required documentation has been received by the council.

4. Gravedigging

- 4.1 All work in the cemetery ~~should~~ **must** comply with the ICCM Code of Safe Working Practice for Cemeteries **and the council's policies and cemetery rules.**
- 4.2 New ~~grave~~ **burial** plots are 275cm (9ft) long x 122cm (4ft) wide.
- 4.3 **Burial plots will normally** ~~All graves to~~ be dug to a depth of 213cm (7ft) **for a double-depth burial**, and cremation plots must be no less than 90cm (3ft), **subject to ground conditions.**
- 4.4 Cremation plots are approximately 1.2m x 1.2m (4ft x 4ft) and **will be dug to double depth**, unless ground conditions are unsuitable. Cremation plots must be dug by an authorised member of Crewkerne Town Council staff, or a competent gravedigger instructed by council staff. ~~All burial and cremation plots will be of double depth unless conditions of the ground conditions are unsuitable~~
- 4.5 **No body shall be buried in a plot** ~~grave~~ **so that any part of the coffin is at a depth of less than 90cm (3ft) below the level of the ground adjoining the** ~~grave~~ **plot.**
- 4.6 No body shall be buried in a plot unless the coffin is effectively separated from any other coffin already in that plot by a layer of earth not less than 15cm (6in) in thickness.
- 4.7 The maximum number of interments permitted in a full-size, **double-depth** burial plot **is XXX burials and up to XXX sets of cremated remains**, provided that sufficient accurate information is available to reasonably establish that no human remains will be disturbed and no offensive soil removed. In cases of doubt, the matter will be referred to the Crewkerne Town Council Clerk for determination, who may consult the committee where necessary.
- 4.8 The area **excavated for a burial must be** ~~to be dug~~ no more than 213cm (7ft) long x 60-66cm (24-26in) wide depending on **the size of the coffin. Where a wider excavation is necessary, prior** ~~sometimes can be wider if so permission must be obtained to be sought~~ from the committee.
- 4.9 On completion of each burial gravediggers **must** ~~are to~~ remove all boards, wheelbarrows and equipment **and other materials** from the cemetery.
- 4.10 All graves must be dug centrally within the respective grave space to the exact dimensions indicated. Graves that are not dug centrally ~~within the grave space~~ **may** will increase the risk of collapse, **due to** ~~the as the intervening wall of undug soil on one side will be of reduced thickness of undisturbed soil on one side.~~
- 4.11 The 60cm (2ft) at the head of the grave **must be kept available** ~~is left undisturbed~~ for the **installation of a headstone and its foundation. Ashes may be interred within this area where permitted by the council.**
- 4.12 When filling a ~~plot, grave~~ earth must be tamped down every 15cm (6in) **and the surface levelled ready for mowing. Where subsidence occurs** **within six months of burial**, the Funeral Director or gravedigger responsible for the excavation must rectify the subsidence.
- 4.13 Where any ~~plot grave~~ is re-opened for the purposes of making another interment ~~therein~~, no person shall disturb any human remains **already** interred ~~therein~~ or remove ~~from there~~ any soil which is offensive.

- 4.14 ~~Spoil must be disposed~~ Disposal of excess spoil to be in an area ~~specified by the committee.~~
~~designated in the Cemetery.~~
- 4.15 ~~No driving of digger over graves.~~ No vehicle or mechanical equipment may be driven over plots. Where access over a plot is considered necessary, prior permission must be obtained from the committee. Any damage caused must be repaired by the person responsible.
- 4.16 Walkboards should remain in place for the whole of ~~throughout~~ the burial process, ~~being positioned~~
~~i.e. placed~~ before excavation commences and not removed until after backfilling ~~has been~~ is completed.
- 4.17 ~~In accordance with Health & Safety Regulations~~ At least two people must be present ~~whenever~~
~~excavation or work is being carried out within a grave,~~ at all times and ~~appropriate wear~~ protective clothing ~~must be worn.~~
- 4.18 A suitable ladder must remain in place whenever an operative is working in a grave in order to ~~provide~~
~~a safe means of entry and~~ maintain an emergency exit. (~~Confined Spaces Regulations 1997~~) Entry and egress from a grave must be by ladder. ~~Under no circumstances~~ On no account must a gravedigger climb out of a grave by ~~stepping~~ treading on any part of the shoring.
- 4.19 Shoring must be incorporated as ~~excavation~~ digging proceeds ~~and must be sufficient to~~ Adequate shoring will be incorporated so as to prevent the collapse of the sides of the grave. Soil type and weather conditions ~~must be taken into account when determining the shoring requirements.~~ will affect the requirements for each particular grave.
- 4.20 A Soil box (soil tidy) should ~~be used where reasonably practical~~ ideally be erected to contain the excavated material, ~~and This structure must be securely erected~~ to prevent so that pressure from the soil inside ~~does not cause it to collapse.~~
- 4.21 Any ~~open~~ grave that is left unattended for ~~any whatever~~ reason must be completely boarded over in such a manner ~~that as to~~ prevents any person ~~from~~ falling into the grave. ~~Lockable covers may be used where appropriate.~~ (Some manufacturers of mechanical shoring equipment provide a lockable cover to ensure complete security.)
- 4.22 All Finished graves should be prepared using ~~suitable~~ imitation grass matting. The matting will be laid out neatly on ~~the~~ staging, ~~with~~ leaving no folds or gaps ~~that could create a trip hazard.~~ which may cause a member of the public to trip. Walkboards ~~or~~ staging must be ~~positioned~~ laid along the length of the grave, and supported at each end and ~~must be~~ capable of ~~safely~~ carrying the weight of the pallbearers and coffin.
- 4.23 Any foul odours encountered ~~should~~ ~~must~~ be reported immediately to ~~Crewkerne Town Council as soon as is reasonably practical.~~ the Cemetery Superintendent.
- 4.24 On completion of each excavation the gravedigger must ensure that the sides and ends of the grave are vertical, and that the bottom of the grave is level ~~and any~~ shoring units are ~~correctly positioned~~ and ~~must be~~ level.
- 4.25 ~~Any~~ Should water collecting in a grave it ~~should~~ ~~must~~ be removed prior to the interment ~~by the~~ gravedigger.
- 4.26 Backfilling ~~must~~ ~~should~~ commence immediately after all mourners have left the cemetery and ~~must~~ be completed ~~fully~~ on the same ~~working~~ day. All Graves ~~must~~ to be backfilled to a maximum height of 15cm (6in) ~~above the surrounding ground level~~ to allow for settlement ~~over time.~~

- 4.27 ~~Where necessary, the~~ If appropriate, levelling of sunken graves will only be carried out by the ~~Crewkerne~~ Town Council staff.
- 4.28 ~~Following~~ Wherever a burial, has taken place the surface of the grave shall ~~shall~~ **must** be covered with fresh turf until a headstone, if any, is erected. ~~on it and in no case shall the~~ Bare earth ~~must not~~ be left exposed.
- 4.29 Where ashes are interred into a grave plot, the funeral director shall keep and maintain a record or diagram of their burial position and provide a copy to the council.

Version Control:

Reviewed and updated by the Joint Burial Committee: 6 October 2026, Minute No. XXXXX

These rules will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **October 2030**

Report subject	To review the grounds maintenance arrangements for the 2027 season.
Committee name	Joint Burial Committee
Meeting date	Tuesday 6 October 2026
Report author	Andy Cross, Operations Manager/Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To review the revised grounds maintenance arrangements introduced during 2026 and consider whether the Grounds Team should continue to maintain Townsend Cemetery during 2027.

2. Background information

Until May 2026, the Grounds Team was responsible for the summer maintenance and mowing of a number of council open spaces, while Townsend Cemetery had been maintained by contractors for at least five years.

A new contractor took over the maintenance of Townsend Cemetery in Spring 2026. Concerns were raised regarding the standard of work and a number of complaints were received from members of the public. The contract was terminated in June 2026.

As an interim arrangement, from July 2026 the Grounds Team has been responsible for Townsend Cemetery and St Bartholomew's Churchyard, with Fern Garden Services maintaining the remaining council open spaces.

3. Detailed Consideration

The revised arrangements have provided a number of benefits:

- The cemetery has been maintained to a high standard and is considered to be looking its best in recent years.
- Appendix A provides examples of positive comments received recently regarding the condition and maintenance of the cemetery.
- The remaining council open spaces have continued to be maintained by Fern Garden Services without any significant deterioration being identified.
- Existing Grounds Team equipment is being fully utilised.
- Other Grounds Team duties, including emptying bins, watering hanging baskets, clearing dumpy bags and undertaking ad hoc maintenance, have continued.
- Issues at the cemetery can be dealt with promptly. For example, damage to the cemetery post box was identified and addressed quickly.

- Reduced travel between sites has made more efficient use of staff time and reduced fuel consumption.
- The Grounds Team has also undertaken cleaning and maintenance of the cemetery chapels before services, reducing the need for the cleaning contractor.
- The chapel has been able to remain open to the public Monday to Friday.

It is proposed that the revised arrangement continues for a full season from March to October 2027. This would allow the council to assess the arrangement over a complete mowing season before determining whether it should become a longer-term arrangement.

4. Financial implications

Fern Garden Services originally quoted £21,760 to maintain Townsend Cemetery. The Grounds Team costs approximately £528 per week in wages. Based on an eight-month mowing season, the estimated cost is £18,304, representing a saving of £3,456 compared with the quotation from Fern Garden Services.

Based on the estimated Grounds Team cost, West Crewkerne Parish Council's 7% share would be £1,281.28 for the eight-month season.

The previous contractor in 2026 was less expensive than both options. However, the contract was terminated due to concerns about the standard of maintenance and complaints received, and therefore the previous cost is not considered a like-for-like comparison.

No additional equipment costs have been identified, as the Grounds Team is using existing council equipment.

5. Recommendation

- 8.1. It is recommended that the Committee:
- a) notes the outcome of the revised grounds maintenance arrangements during 2026; and
 - b) recommends to Full Council that the council's Grounds Team continues to undertake the grounds maintenance of Townsend Cemetery from March to October 2027.

Appendix A

-----Original Message-----

From: [REDACTED]

Sent: 26 July 2026 19:53

To: towncouncil@crewkerne-tc.gov.uk

Subject: Cemetery looking well kept

I just wanted to remark on how much nicer the cemetery looked this week when I was visiting, as tbh the last few years the grass cutting has looked appalling at times and been left looking like half a job been done, but this weekend it was nice to see that it had been cut really well and they had actually tidied up behind themselves for a change.

It's hard for anyone visiting there at the best of times, but I think it's a very peaceful (and can be a pretty cemetery if that's the best way to put it) So, who ever was responsible for the grass cut last, I just wanted to show appreciation because it's a job well done 🙌 thank you.

Hopefully it will be kept up.

I have had many a conversation with others who visit with a similar opinion as to how bad it had looked at times, so it isn't just me.

Regards [REDACTED]

27/7/26

Your Name

[REDACTED]

Your Email

[REDACTED]

Your Phone Number

[REDACTED]

What are you contacting us about?

Townsend cemetery

Your Message

Good morning,

I just wanted to say thank you to the groundsmen who have been working so hard to get the cemetery looking like it used to be.

It really is looking lovely.

Thank you

[REDACTED]

28/7/26

Hi Gemma

Just wanted to let you know that I had a lady knock on the lodge door earlier today.

She is a regular visitor to the cemetery and just wanted to feed back on how great a job she felt Andy and Dan are doing and how much better the cemetery looks since they took over.

10/9/26

Hi Gemma,

We would just like to say that we have noticed a big improvement in the Cemetery since the Contractors have been replaced by Dan and Andy.

Kind regards

[REDACTED]

21/9/26

Gemma,

I can honestly say walking round the cemetery I have to admire all the time and attention which has taken place there. I can fully see the dedication of Dan with the grounds and Anita with the records .

The sad scene in June on our annual walk around , has been replaced beyond all recognition, no weeds, pathways more visible, and such detailed attention within the grounds.

A very worthwhile afternoon. Congratulations,

Regards

[REDACTED]

21/9/26

Good Morning Alice

I thought I would let you know that on Thursday I visited the cemetery to leave flowers on dad's grave(all from his garden). I was truly impressed with the great state the grounds were in.

The contractors have worked hard. All graves appear to have been strimmed and no material left on them. Grass cut and pathways clear.

Good job done.

I am letting you know this as my sister [REDACTED] did have a winge about the state of cemetery some months ago.

Hoping to get up to the open day

Best wishes

[REDACTED]

Report subject	To consider quotations and whether to fell the identified tree.
Committee name	Joint Burial Committee
Meeting date	Tuesday 6 October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Chartered Arboriculturist
Decision required?	Yes

1. Purpose

To consider the condition of Tree T75, review quotations received for its potential removal, and determine whether any action is required.

2. Background information

Tree T75 is a cypress situated on the right-hand side of the driveway close to the cemetery chapels. The tree has been in declining condition for a number of years.

The tree has undergone tomographic testing, with the attached report (Appendix B) confirming that **the trunk is structurally sound and presents no current risk of failure.**

The Council has sought professional advice regarding the cause of the decline and whether there is any risk of disease spreading to other trees. No specific pathogenic disease has been identified in the available tree reports. Advice received indicates that the decline may be associated with age and environmental factors.

Importantly, there is **no current evidence that retaining T75 presents a risk to the adjacent tree or that a disease from T75 could spread to it.**

The Council's tree contractor is due to undertake the next 18-month tree survey during September/October 2026 and has been asked to provide specific advice regarding T75.

The Committee is therefore asked to determine whether it wishes to retain and monitor T75 pending the forthcoming tree survey and further advice, or whether it wishes to proceed with the removal of the tree.

3. Detailed Consideration

Three quotations have been received for the potential felling and removal of T75:

Contractor	Cost Excl. VAT	Total Inc. VAT
Contractor A	£1,500.00	£1,800.00
Contractor B	£1,935.00	£2,322.00
Contractor C	£1,530.00	£1,836.00

The quotations have been obtained to establish the potential cost of removal should the committee wish to consider this.

The available professional evidence does not currently indicate that T75 requires removal on structural safety grounds. The trunk is confirmed as structurally sound, and there is no identified disease presenting a risk to neighbouring trees.

In view of this, the Committee may wish to continue monitoring T75 and await the forthcoming tree survey and further arboricultural advice before considering any decision to remove the tree.

4. Financial implications

The quotations range from £1,500 to £1,935 excluding VAT.

No expenditure would be incurred if the Council does not proceed with the works at this time.

5. Recommendation

- 5.1. It is recommended that the Committee:
- a) note the information provided regarding the condition of Tree T75, including the Tomographic Assessment Report and arboricultural advice received.
 - b) Determine whether, in light of the information provided, Tree T75 should be retained and monitored or whether the Committee wishes to proceed with its removal.
 - c) If removal is approved, authorise the Operations Manager to instruct the selected contractor, subject to any necessary permissions or consents being confirmed.

Appendix B

Client:	Crewkerne Town Council
Address:	Townsend Cemetery
Reason for Assessment:	To assess a Mature Hinoki Cypress due to suspected decay at the base of the main stem.
Tree Location:	Roadside Location.
Growing Area:	Growing as part of a group of trees.
Exposure:	The tree is relatively protected from the prevailing winds by the surrounding buildings and trees.
Assessor:	
Date of Assessment:	25/03/25
Assessment Method:	Level 3 - Non-invasive assessment - details in Appendix B



Tree No.	Species	Age	Height (m)	Underside of Canopy (m)	Diameter @ 1.5m (mm)	Canopy Radius (m)				Vitality	Safe Life Expectancy (Years)	
						North	South	East	West			
T75	Hinoki Cypress	M	18.5	3m	1700	2.5	4	4	3	Poor	10+	

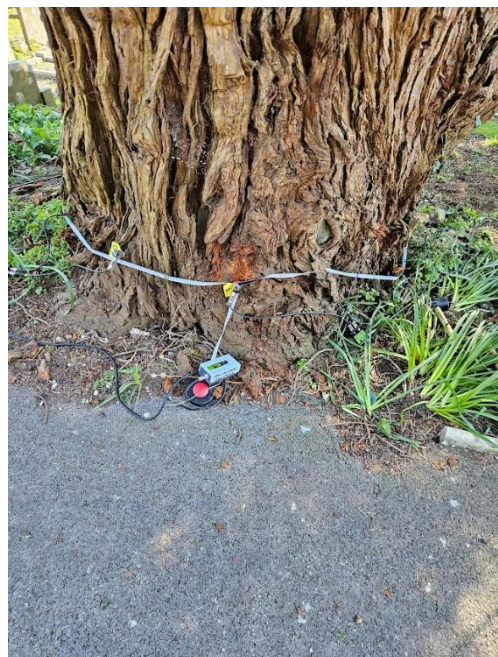
Observations / Comments

- Initial visual assessment of the main stem revealed no fungal fruiting bodies.
- Upon initial inspection, the main stem appears to have no internal hollowing based on visual observation and sounding with a nylon mallet.
- I assessed the stem at 300 mm from ground level using a Fakopp Arborsonic 3D Tomograph.
- I undertook the sonic tomograph assessments of the main stem using 10 measurement points (see photographs 1 and 2).
- The tree exhibits low vigour and extension growth. Physiological indicators suggest the tree is in poor health.

Photograph 1 - SOT at 300 mm looking North



Photograph 2 - SOT at 300 mm looking South



Appendix B

Tree No.	Species	Age	Height (m)	Underside of Canopy (m)	Diameter @ 1.5m (mm)	Canopy Radius (m)				Vitality	Safe Life Expectancy (Years)
						North	South	East	West		
						Sonic Tomogram (SOT) @ 300 mm					
Photograph 4						Bio Calculation Photograph 5					
Findings											
- The SOT (Sonic Tomogram) at 300 mm, shown above, indicates that the stem has undergone minimal decay (17%), indicated by the blue/red areas at this level. - Based upon this assessment, I suggest that the colonisation is limited and, I would suggest that the tree has initiated sufficient adaptation to the presence of the decay at this time, as indicated by the initial mallet and visual checks.											
Conclusion											
- The bearing strength of the tree stem is currently sufficient to offer continued support at the level of assessment and calculation regarding the tree's static and likely wind load based upon the tree's canopy estimated at 135m², as shown above in photograph 5. - The tree has a basic safety factor of around 1841% which is well above the minimal requirement of 150%; as such, the tree is assumed to offer a low risk of stem failure at the point of assessment, assuming that an upper wind speed of 33m/s (118.8 km/h or 73.8 mph or Beaufort Force 12) is not experienced on site. - Considering its relatively sheltered position, the tree is not expected to receive significant wind loading - In conclusion, considering the extent of adaptive growth the stem is unlikely to fail at this point. However, due to the tree's reduced vitality further monitoring of its on-going physiological health should be considered.											

APPENDIX B – EXPLANATORY NOTES

This assessment has been prepared from a visual assessment taken from ground level without any detailed investigation. Observations are based upon the body language of the trees and any visual indicators present at the time of inspection. This survey should be regarded as a preliminary overview; ongoing inspections may be required as specified individually. In most situations, the health, condition and safety of trees should be checked on a cyclic basis, alternating between early and late seasons to ensure a full picture of tree health is established. Inspections should only be carried out by a suitably qualified arborist.

Similarly, numerous potential defects may not be detectable depending on the timing of the inspection. In particular, wood decay fungi may only occasionally produce external fructifications annually (rather than perennially) or may not provide external symptoms until an advanced state is achieved.

Reasonable risk management generally aims to provide a tree that can be regarded as stable in normal/foreseeable, regularly experienced storm events i.e. force 10 storms. The level of risk offered by the tree will be significantly greater as the wind speed that the tree is exposed to increases beyond this level. Additionally, the threat from aerial parts, i.e. Tight unions, may remain even following works, although failures of such parts are likely to be limited to small diameter branches and to periods of extreme weather.

As an arborist, I am a tree specialist and use my knowledge, education, training and experience to examine trees, recommend measures to enhance their beauty and health, and attempt to reduce the risk of living near trees. As a client, you may choose to accept or disregard these recommendations or seek additional advice.

As an arborist I cannot detect every condition that could possibly lead to a tree or limb failure. Trees are living organisms that may fail in many ways, some of which we do not fully understand.

Conditions are often hidden within the tree and below the ground. As arborists, we cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Sometimes trees may appear "healthy," but may be structurally unsound. Likewise, remedial treatment, like any medicine, cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the arboricultural perspective, such as property boundaries and ownership, disputes between neighbours, planning issues, sight lines, landlord-tenant matters etc. Arborists cannot take such issues into account unless complete and accurate information is given to them. Likewise, as an arborist, I cannot accept any responsibility for the authorisation or non-authorisation of any recommended treatment or remedial measure.

Furthermore, certain trees are borderline cases as to whether they should remain or be removed. If conditions change a tree may need further monitoring in the future to determine its health and structure. Trees can be managed, but they cannot be controlled, and to live near a tree is to accept some degree of risk.

Mathematical abbreviations: > = Greater than, < = Less than.

Measurements / estimates: All dimensions are estimates unless otherwise indicated.

Name: Tree species are detailed by their common name.

Age:

- Y** **Young** - Recently established/planted tree.
- EM** **Early Mature** - An established tree in the first third of its likely expected life span
- SM** **Semi Mature** - Fully established and growing with high vigour
- M** **Mature** - The middle one third of its likely expected life span
- EOM** **Early Over Mature** - Clear reduction in vitality, typically small deadwood early canopy retrenchment.
- OM** **Over Mature** - The later one third of its likely expected life span with sign of canopy retrenchment.
- V** **Veteran** - An aged example of the species, typically with defects & high conservation value
- S** **Senescent** - Beyond its expected Life span possible of historical interest or in a state of decline.

Height: I estimate height to the nearest metre to the mean height.

Height to underside: I estimate height to the nearest half metre to the mean underside of the canopy.

Diameter: These figures relate to a measurement of the stem at 1.5m above ground level recorded in millimetres, measured with a rounded down diameter tape. F

Canopy (N S E W): I estimate the distance of the canopy radius to the nearest metre to provide a mean distance of separation between the stem and the outer canopy.

Vitality: Is a personal assessment of the tree's growth rate in the current season, in comparison to other trees within the locality, region and an indicator of the tree likely response to site change.

- D - Dead** A dead or very low vitality tree
- P - Poor** A tree of low vitality
- L - Low** A tree in noticeable poor state
- F - Fair** A tree of lower vitality

- G - Good** A tree of high vitality
- E -Excellent** A tree of very high vitality

Appendix B

Safe Life: Is a personal assessment of the trees likely expected remaining safe life span in years, assuming the site management continues as it is at present or the tree is protected from significant environmental change. Trees can reverse even serious decline and the expected safe life can be significantly improved following changes / improvements to site management and following

remedial works.

- 40+** Good vitality a tree a tree with high potential.
- 20+** Normal vitality a tree in good health.
- 10+** Early reduction in vitality / reducing foliage cover.
- <10** Marked decline / reduced foliage cover.
- <5** Serious decline or very low vitality tree.
- <1** A dead / almost dead tree

Glossary of Terms.

Sonic Tomography (SOT): Sonic tomographs detect defects (e.g., hollows or wood rot) in a non-invasive way by generating a two-dimensional map of the sound velocity transmitted across a tree's section, mirroring the integrity of the inspected wood. It works on the principle that sound waves passing through decay move more slowly than sound waves traversing solid wood. The system sends sound waves from a number of points around a tree trunk to the same number of receiving points, the relative speed of the sound can be calculated, and a two-dimensional image is generated. Using the differences in the transit times between sensors, the analysis software constructs a two-dimensional picture, which shows zones of differing sound transmission properties within the stem. The software uses pre-set colours, for example, areas with high "sonic speed" in green whereas low sonic values are shown in blue/white. Other colours of yellow & red represent various levels of rotting zones based on sonic speed measurements in the respective areas. Sonic Tomography gives valuable density information about the trees. The density strongly correlates with the soundness of the wood. This is very useful to assess the stability of the tree. In some situations, the sonic investigation is interfered with by the internal structure of the wood.

t/R ratio in hollow tree stems, the ratio of the thickness of sound wood to the radius. A criterion helpful in evaluating tree risk developed by Mattheck & Breloer (1994).

Safety Factor. Safety factor is the ratio of the wood strength from the species database as shown at "Strength" and this computed maximal stress, multiplied by a correction factor of 70%. The formula is: $(SF=0.7 \text{ Strength} / \text{MaxStress})$. The rationale behind this approach is that given all the parameters above the software tries to estimate the stress in the wood and if this exceeds the maximum limit the material can resist, then the trunk would break. This is based upon several key elements including:

- Expected wind speed will not breach 33m/s or 72 mph.
- Drag factor is the drag coefficient of the crown, taken from the tree species database.
- Strength is the yield strength of the trunk wood, also taken from the species database.
- Wind force is the calculated force acting on the crown centre at the given wind speed and crown size.
- Tree weight above layer is the estimated total weight of tree that is above the selected layer.
- The torque resulting from the wind and gravity forces.
- Max stress is the maximal stress resulting from the torque and mass of the tree, taking into consideration the tomogram. The Layer Details section shows the details for the selected layer. Decayed area is the percentage of the decayed region on the selected layer compared to the total layer area.

Safety Factor	below 50%	50% - 100%	100% - 150%	above 150%
Risk Rating	Extreme Risk	High Risk	Moderate Risk	Low Risk

Signed.

Date. 07/04/2025

BSc (Hons) Arb & Urban For, MArborA , RFS Cert



Report subject	To consider quotations for the installation of bollards and a chain around the Garden of Remembrance
Committee name	Joint Burial Committee
Meeting date	Tuesday 6 October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To consider a quotation for the installation of bollards and a chain around the Garden of Remembrance at Townsend Cemetery.

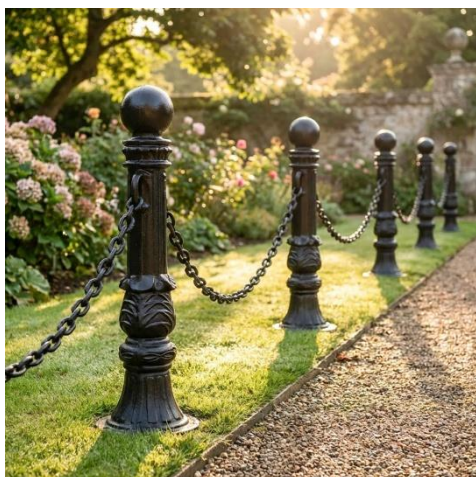
2. Background information

The Joint Burial Committee has identified the need for bollards and a chain around the Garden of Remembrance to help define the area. It is proposed that five bollards are installed around the perimeter, with a chain connecting the bollards.

Attempts have been made to obtain alternative quotations; however, there are very limited options available for cast iron posts of the required size and specification.

The proposed bollards are the Avondale Cast Iron Bollards from Black Country Metalworks. Five bollards are required at £95 each. A 5% bulk discount applies when purchasing four or more bollards, reducing the cost to £451.25 for five bollards. Delivery is free. The bollards are currently out of stock, but the supplier has advised that they are expected to be back in stock in December 2026.

Black Country Metalworks also supplies black steel spiked chain at £19 per metre. A total of 14 metres is required, at a cost of £266.00.



3. Detailed Consideration

The proposed Avondale cast iron bollards are black and are designed to accommodate chain connections. Five bollards are required, at a discounted total cost of £451.25 including free delivery.

The proposed black steel spiked chain is supplied by Black Country Metalworks at £19 per metre. Fourteen metres would be required, giving a total chain cost of £266.00. The total cost of the five bollards and 14 metres of chain would therefore be £717.25, excluding installation.

4. Financial implications

The total cost of the materials is £717.25, comprising:

- Five Avondale cast iron bollards: £451.25
- 14 metres of black steel spiked chain: £266.00

Delivery of the bollards is free and they can be erected by our Grounds staff.

5. Recommendation

- 5.1. It is recommended that the Committee approves the quotation of £717.25 for five Avondale cast iron bollards and 14 metres of black steel spiked chain from Black Country Metalworks.

Report subject	To note the relocation of badger setts adjacent to the cemetery
Committee name	Joint Burial Committee
Meeting date	Tuesday 6 October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Taylor Wimpey
Decision required?	No

1. Purpose

To update the Committee on proposed badger survey work and the future relocation and closure of a badger sett located on the boundary with the adjacent development site.

2. Background information

Taylor Wimpey's ecologists have identified a badger sett on the boundary between their site and Townsend Cemetery. Due to its proximity to the proposed development and tree protection fencing, the developers are considering the creation of an artificial sett on their site and the subsequent closure of the existing sett.

Prior to any future sett closure, a survey is required to establish the extent of the badger group's territory and inform the location of the proposed artificial sett.

3. Detailed Consideration

The ecologists has requested access to the cemetery to undertake the survey during September and October 2026. The survey involves placing a mixture of peanuts, syrup and coloured pellets around the existing sett, with visits approximately every two to three days. The planned survey visits are scheduled between 23 September and 19 October 2026, with 12 visits in total.

The survey itself will not require a licence and is not expected to cause damage to the cemetery, although visitors may see badger droppings containing coloured pellets.

The proposed closure of the existing sett would not take place until July to November 2027. The process would involve placing one-way gates over the sett entrances until the badgers have left and naturally relocated to the proposed new artificial sett. It may be possible for the existing sett to be re-opened following completion of the construction works.

The future closure would be subject to a Natural England Badger Development Licence and relevant planning approvals. The artificial sett would need to demonstrate evidence of occupancy before closure of the existing sett could commence.

Concern has been raised regarding the potential for badgers to return to their former sett within the cemetery and whether this could result in damage to the cemetery site. The developers' ecologists have therefore been asked to take this into consideration as part of the survey work and any subsequent activity, including the proposed closure and relocation arrangements.

4. Financial implications

There are no financial implications for the Council arising from the proposed survey access.

5. Recommendation

- | |
|---|
| 5.1. It is recommended that the Committee note the proposed badger survey work at Townsend Cemetery and the potential future relocation and closure of the existing badger sett, subject to the necessary licences and approvals. |
|---|

Report subject	Insurance Renewal – Consideration of New Three-Year Agreement
Committee name	Joint Burial Committee
Meeting date	Tuesday 6 th October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To consider whether the Joint Burial Committee should agree to a new three-year insurance agreement with Aviva.

2. Background information

The Joint Burial Committee is currently two years into a three-year insurance agreement with Aviva.

Aviva has offered the opportunity to enter into a new three-year agreement at the current renewal. As part of this arrangement, Aviva would waive the planned 5% increase in the insurance rate for the current year.

For the JBC, the renewal premium under the existing agreement would be **£7,166.05**.

If the JBC agrees to the new three-year agreement, the renewal premium would be **£6,827.66**, representing a saving of **£338.39** for the current year.

All other policies and premiums remain unaltered.

3. Detailed Consideration

Aviva has advised that agreeing to a new three-year agreement would provide a saving on the current renewal and provide greater certainty for future budgeting.

The current saving of £338.39 represents the planned 5% increase in the insurance rate being waived for the current year in return for entering into a new three-year agreement.

Future premiums cannot be confirmed at this stage, as they will be affected by factors including index linking, changes in insurance rates and any changes to the JBC's circumstances. Aviva has advised that, if circumstances remain unchanged, a 5% increase in the rate could apply in future years. However, wider factors, including increasing claims costs and changes to employment legislation, may result in insurance rates increasing by more than 5%.

For budgeting purposes, Aviva has advised that allowing for an increase of approximately 10% per year would provide a prudent working assumption, although this could be affected by factors such as significant changes to assets, inflation or local government reorganisation.

The three-year agreement would be a legal commitment. Aviva has advised that, if the JBC subsequently wished to move away from the agreement before the expiry of the three-year term, Aviva could require payment of the full three-year premium.

The JBC should therefore consider the current saving and budgeting certainty against the commitment to remain with Aviva for the new three-year period.

4. Financial implications

The JBC's renewal premium would be:

- Existing agreement: £7,166.05
- New three-year agreement: £6,827.66
- Current year saving: £338.39

The new agreement would therefore reduce the JBC's insurance cost for the current year by £338.39.

Future premiums are subject to the terms of the agreement and may be affected by index linking and changes in insurance rates.

5. Recommendation

- 5.1. It is recommended that the Committee:
- a) agrees to enter into a new three-year insurance agreement with Aviva at a renewal premium of £6,827.66 for the current year; and
 - b) notes the contractual commitment associated with the new three-year agreement and that future premiums may be subject to index linking and changes in insurance rates.