



St. Agnes Parish Council

*17 Vicarage Rd
St. Agnes
Cornwall
TR5 0TL*

Mrs Annette Tippett, Burial / Allotments Clerk.

Telephone:- 01872 553588

Email:- burials@stagnesparishcouncil.co.uk

Burials within St. Agnes Parish.

1. Management of Cemeteries.

All enquiries and applications must be made through St. Agnes Parish Council – Contact:- Burial Manager, Mrs Annette Tippett on 01872 553588.

The Office hours are 9 a.m. to 12 noon weekdays, but an answer phone is available and all messages will be answered as soon as possible.

All Council-owned Cemeteries, their associated maintenance and functions come under the control of the Burial Manager – St Agnes Parish Council.

No burial can take place or cremated human remains scattered, without the permission of the Parish Council.

2. Documentation required prior to Interment.

• Notice of Interment.

A fully completed Notice of Interment and where necessary confirmation of pre-purchasing of grave, should be delivered to the Parish Office no later 48 hours (excluding Saturdays, Sundays and Bank Holidays) prior to the intended interment.

• Certificate for Disposal/Order for Burial.

The registrar's certificate for disposal or the Coroner's order for burial must also be delivered to the Parish Office before the interment can legally take place. Failure to deliver such a certificate or order will result in the postponement of the funeral until such time as the certificate or order is produced or a Form 18 is completed as required under Regulation 49(3) Schedule 2, Births & Deaths Registration Act 1987. (Section 1 Births and Deaths Registration Act 1926 and Amendment)

• Fees.

All fees relating to interments should be made payable to "St. Agnes Parish Council" and accompany the Notice of Interment form.

Failure to deliver any of the above documents may result in a delay or postponement of the funeral. See Disclaimer section 8.

3. Authority to Re-open an existing grave.

Should the registered owner of the grave be deceased, the next of kin, personal representative or executor details must be provided and that section of the Notice of Interment form signed.

4. Coffin dimensions.

The maximum outside dimensions of the coffin including handles open to their full extent must be entered on the Notice of Interment form next to the Details of grave section. A grave will not be excavated without a written coffin size. The Parish Council will not be held liable for any delay or accident, which may occur as a result of such dimensions being omitted from or incorrectly entered onto the Notice of Interment.

5. List of Fees and Charges.

The Parish Council will prescribe and publish a list of approved fees and charges. As part of its list of charges, the Parish Council may prescribe such additional charge as it thinks appropriate in respect of the purchase of burial rights where the purchaser and/or the deceased does not qualify as a Resident of the Parish as defined.

A "resident of the Parish" shall be defined as a person who satisfies one or more of the following criteria at the time of purchase or death.

1. Any person who is permanent resident within the Parish or was so that at the time of death.
2. Any person who does not live in the Parish but who has previously done so for a total of years or more.
3. Any person who does not live in the Parish but has previously done so and has moved for the purposes of receiving proper care.
4. Any person or deceased person who has a spouse or partner who is buried in the cemetery.

6. Grave digging.

Arrangement for grave digging is the responsibility of the Funeral Director. Only persons employed by or under contract to the Parish Council are permitted to dig graves. This is:- Mr Allan Roberts - Duchy Cemeteries, 2 Pitt Lane, Higher Fraddon, St. Columb, Cornwall. TR9 6LG. Telephone No:- 07970 481090. Email:- allanrobertssexton@gmail.com

7. Hours.

The hours prescribed for interments are 10 a.m. to 4 p.m. Monday to Friday. If possible, burials outside of the stated times will be allowed by special arrangement and payment of additional fee.

8. Disclaimer.

The Parish Council or its officers will not be responsible for any error or consequences thereof that may arise by reason of any inaccuracy in or late receipt of Notice of Interment and will accept orders and instructions by telephone only at the risk of the caller. Telephone instructions must be confirmed in writing as soon as possible and no later than the period stated on the Notice or as agreed with the Burial Manager or the Parish Council.