



Dartmoor Forest Parish Council

Procedure

Memorial Inspections

Record of Amendments and Reviews

<u>Version</u>	<u>Comment</u>	<u>Date of Adoption</u>
1	New procedure	3 December 2007
2	Minor text changes	23 March 2021
3	Removed reference to DFPC Lengthsman cutting the grass in Princetown Churchyard.	27 June 2023
4	Removed reference to St Michaels, Princetown	Oct 2025

Next review required by:	Oct 2027
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Document Hierarchy

In the event of any discrepancy between Dartmoor Forest Parish Council Codes, Regulations, Policies, Strategies, Procedures and other documentation, the version contained in the higher level document detailed below will apply, unless changed by a resolution of the council.



Introduction

- 1.1 Dartmoor Forest Parish Council owns Postbridge Cemetery and is responsible for inspecting memorials to ensure they do not present any hazard to mourners, council employees and members of the public. The council is not responsible for the maintenance and repair of any memorials.

Memorial Requirements

- 2.1 Following an interment the council will issue a notice to owners giving them the right to erect a memorial. Such notices will be valid for a period of not more than 30 years.
- 2.2 To minimise the risks of memorials becoming unsafe, the council requires that any mason erecting a memorial in the cemetery must:
 - a. Abide by the NAMM Code of Practice in operation at the time of erection.
 - b. Provide a written guarantee of memorial stability valid for not less than ten years.

Qualifications/Experience Required

- 3.1 All maintenance and inspection items are to be undertaken by suitably qualified and/or experienced person approved by the Council. These may be Councillors, employees, volunteers or professional inspectors. The minimum qualifications and/or experience required are:
 - a. A person considered by the Council to have good common sense, a sense of responsibility and is physically capable of undertaking the role.

Schedule

- 4.1 All memorials will be inspected annually.
- 4.2 At the Parish Council's discretion, a notice of annual inspections may be published one month in advance on the Postbridge notice board or in the Moorland Parish Link.

Procedure

- 5.1 Memorials will be subject to a visual inspection, followed by a manual push test.
 - a. The visual inspection will look for any obvious movement from the original vertical alignment, and other signs of wear or instability such as decay of masonry.
 - b. The push test will be applied at the top of memorials that are less than 1.5 metres high and at a height of one metre on those memorials that are more than 1.5 metres high.
- 5.2 The result of each memorial's test will be recorded and given a category as follows:

Category 1 –memorial presents immediate danger and has been laid down.

Category 2 –memorial presents a potential danger and requires action in the next 3 months.

Category 3 –memorial presents no danger.
- 5.3 Owners will be informed for categories 1 and 2 within seven days of the inspection taking place and will be asked to effect appropriate repairs.
- 5.4 At its discretion, and subject to funds being available, the council will undertake appropriate repairs at its own expense where:
 - a. Owners cannot be traced.
 - b. Owners have not responded within six weeks of being informed.
 - c. Owners have responded but cannot bear the full cost of repairs.

Records

- 6.1 A report of the memorial inspection will be made to the Clerk on completion and kept for a minimum of three years.