**S O U T H W O O T T O N P A R I S H COUNCIL**

**Rules Governing the Management of the Cemetery**

**These Rules (which are an update of the Rules in force since the opening of the Cemetery in 1982) were approved by the Parish Council at its meeting on 13th December 2016 and will come into force on 1st January 2017 and remain effective until otherwise revoked or amended.**

1. **Every application to erect or place anything in the Cemetery, or to do any work therein, shall be made in writing to the Cemetery Superintendent (the Parish Clerk) stating a full description of the proposed design, measurements, inscription and like particulars, and should conform to the guidelines outlined below.**

**Nothing shall be erected or placed in the Cemetery until such proposal has received the consent in writing of the Cemetery Superintendent. If the proposal has, for any reason, been refused and the applicant will not modify the proposal to gain approval, an Appeal, stating the problem, can be made to the Chairman of the Parish Council, who will refer the matter to the next meeting of the Parish Council whose decision will be final.**

1. **A Memorial may only be erected or re-erected by, a monumental mason who is covered by Public Liability Insurance to a value of £10 million; who will issue a 10 year guarantee of workmanship and material, including stability of the memorial, and will fix in accordance with the NAMM code of working practice.**

**The following designs of memorial will normally be permitted –**

**Headstones and bases not exceeding 4’0” (1.2m) in height; 3’0” (0.91m)**

**in width and 1’8” (0.5m) in depth**

**Crosses up to 4’0” (1.2m) in height**

**Plaques for ashes plots – 15” x 15” (380mm x 380mm) single or 15” x**

**22” (380mm x 558mm) double – with if desired**

**a single flower vase hole 3” (75mm) from the**

**edge**

1. **Permission will only be granted if the memorial is made of the best natural quarried material, the memorial and plinth should be the same in colour. Soft stone, fireclay, composite material, wood or metal will not be permitted and there must be no kerbs, no trenches around Ashes Plots, no chippings, growing plants, bulbs or photographs except for small porcelain photo-plaques affixed to headstones. Other accessories such as wind chimes, windmills, solar lights, balloons, any item made of glass, pottery, tin, plastic or brick are not permissible and will be removed. Dead plants and flowers may be removed by the administrator.**
2. **Only one frameless, etched, colourless image can be allowed on the rear of Headstones at a maximum size of 20cm x 20cm and no Ashes Tablets will be allowed on a Grave Space.**
3. **Inscriptions must be suitable for a consecrated Cemetery and any inscription which in the opinion of the Cemetery Superintendent is improper or undesirable will not be permitted.**
4. **The surface of the Cemetery will be grass – cut and kept level as far as practicable. All mounds shall be levelled down after a period of 12 months at the expense of the grave owner.**
5. **The name or trademark of the Monumental Mason shall not be inscribed or appear upon any part of the memorial or its foundation.**
6. **All memorials and inscribed vases shall be maintained in a good and safe condition at all times at the expense of the person, or their heir, causing the same to be erected. Should they fail to do so, the Cemetery Superintendent may, after first consulting with the grave owner, deal with the repairs at the owner’s expense or even take down any memorial which in the Superintendent’s opinion has become dangerous or unsightly.**
7. **All surplus material must be removed from a grave space after a memorial has been fixed and the grave space left in a clean and tidy condition.**
8. **24 hours’ notice to fix any memorial must be given to the Cemetery Superintendent and the appropriate permit produced on arrival at the Cemetery.**
9. **The Section and number of the grave plot shall be engraved plainly and left natural on the reverse or side of the memorial or its plinth at the expense of the person erecting the memorial.**

**Applicants are advised in their own interests to submit their proposals to the Cemetery Superintendent and obtain consent in writing or preliminary ruling before placing any order with a Monumental Mason.**

**September 2019**