

NEWNHAM ON SEVERN PARISH COUNCIL
AND
BURIAL AUTHORITY.

Jan 16

Policy Rules Regulations and Requirements

Cemetery and Burial Grounds:

For the information of:-

Funeral Directors, Memorial Masons and their Employees and Sub-Contractors

Applicants for Burials, Exclusive Burial Rights, Interment of Ashes to Grave Spaces or Cremated Remains area, Installation of Wall Plaques.

- 1 No grave space shall be dug or entered without the consent of the Parish Council and Burial Authority and can only be conducted by contractors approved by the Parish Council.

- 2 The next numbered grave space, indicated by white, wooden markers [previously placed] will be allocated by the Clerk.. Grave spaces must not exceed 6'6"[1.83m]x 2'3"[0.69m] with a space between graves of 1'3"[0.38m] x2'0"[0.61m] between rows. Clerk to be advised of Depth of Grave space. When needed flexibility of grave space sizes will be permitted.

3. All surplus soil and/or materials must be removed from the Cemetery by the Funeral Director, Memorial Mason or Sub-Contractor on completion of their work. No Tipping is permitted of any material over adjacent River Bank or on to any part of the Cemetery.

4. Any damage to adjoining grave spaces, land or Memorials must be remedied or compensated for by the Funeral Director/Memorial Mason or their Sub-Contractors.

5. Following each and every interment **all equipment and materials must be removed by the Funeral Director from the Cemetery without delay** [often metal sheets are left whose jagged edges could cause severe injuries if "tripped" over]. The Funeral Director is also responsible for the re-turfing of the surface of the Grave.

6. For the purposes of Maintenance and Safety.

NO "KERBING", "MOUNDING", "GARDENING" OR "EDGING" will be allowed. Grave spaces must be levelled and turfed during the 6 months following Interment. Shrubs and the like or any form of ornamentation may not be grown or placed in or on grave spaces. Vases may be part of a Memorial or cremation tablet. Otherwise the Burial Authority [P.C.] may exercise their right to remove any of these items. For the future stability of any Memorial, and to aid in the safety of the visiting public, the Burial Authority [P.C] will not permit the installation, or re-installation, of Memorials before **ELEVEN** months have concluded after Interment.

7. **Permission for all or any of the following [with full details] must be obtained from the Clerk of Newnham on Severn Parish Council and Burial Authority.**

Exclusive Right of Burial

Erection of Memorial Headstone

Inscriptions on Headstones

Wall Plaques [pattern as existing]

Cremation Tablet and any Inscriptions {pattern and size as existing} within the Cremated Remains area.

All Memorials shall conform to the Requirements as detailed within the Policy rules, regulations & requirements which are to accompany each exclusive rights certificate, and approvals.

Memorials can only be erected if exclusive rights of burial have been purchased

The grant of Exclusive Burial Rights is at the discretion of the Burial Authority upon receipt of the appropriate fee and will be for a period of **99 years**. Exclusive rights of burial cannot be purchased in advance.

8. The Burial Authority [Parish Council] has full Public Liability and Legal Insurance cover. Past, recent and continuing applicable Duty of Care Legislation and Health and Safety at Work Act 1974, make it necessary for the regular Inspection of the whole Cemetery, we anticipate by a Member of The National Association of Memorial Masons. The Burial Authority will need to be assured by the Memorial Mason that from the date of this Agreement, their Clients/Owners are fully aware of their responsibilities for the condition and safety of family memorials & grave spaces
9. **TABLETS** (in Garden of Rest) to be 18" x 18" x 2" to be fitted flush to adjacent tablets.

Any repairs judged necessary can only be effected by a Memorial Mason who is acceptable to the Authority.

10. **MEMORIALS** are to take the form of a Headstone & base not exceeding 2' 6" height [0.76m] 2'3" in width [0.69m] with a base depth not exceeding 12 " (300 mm) in width , and is only permitted as a headstone, Photographs may **Not** be incorporated in the Memorial. A Sketch and details of materials, inscription, Colours, Polished, Unpolished must accompany application. When approval has been granted, the Clerk and Purchaser shall be notified by the Memorial Mason prior to, and of, the Memorial's anticipated date & time of installation/reinstallation A Vase may be incorporated in the Memorial base or cremation tablet. No synthetic materials to be permitted. Written details of the installation of the Base and it's measurements must be made known to the Purchaser.

The Memorial **MUST BE** fixed in place using methods approved by the National Association of Memorial Masons, and approved by the parish Council (full specifications and drawings of any such proposal must be provided) prior to installation.

All Memorials, Plaques, Stones, must be kept neat, clean and in good repair at the Owner's expense, in default of which they shall be forfeited to the Parish Council and Burial Authority who will then be entitled to remove or repair them as the Authority shall deem fit, all at the Owners' expense.

11. The Burial Authority [P.C.] reserves the right to refuse the installation of any Memorial, Inscription, Cremation Tablet, or Plaque, to correct or remove it at the expense of the Memorial Mason, or Funeral Director, if the Authority's Regulations and Requirements are not observed.
12. Memorial Masons to be responsible, **at their expense**, for "correcting" any "movement", "tilting", "sinking" etc, of their installations or re-installations. The Parish Council and Burial Authority to be informed by installer on completion of the date and nature of any such repair work.
13. The Parish Council and Burial Authority will accept only those Masons who are Members of the National Association of Memorial Masons who will have declared their acceptance of these Regulations and Requirements

All work shall be covered by a Guarantee that will ensure against poor workmanship for a period of 30 years. The Guarantee shall be issued to the Purchaser with a copy supplied to the Authority's Clerk. It must be made clear that the listed inclusion of a Memorial Mason does not mean their work or service is guaranteed by this Parish Council and Burial Authority.

14. Where an Exclusive Burial Right Certificate or Reservation for Cremated Remains has been issued, then not required but repayment sought, a Fee of £50 and £30 respectively will be withheld from the original fee received.
15. It is the responsibility of each Funeral Director and Memorial Mason to ensure their Clients are provided with a copy of these Rules, Regulations and Requirements.
16. An Acceptance Letter is made available to Funeral Directors, Memorial Masons and their Sub-Contractors to sign and return to Newnham on Severn Parish Council and Burial Authority. Only the signed acceptance - Page 4 - will permit usage of the Newnham on Severn Cemetery and Burial Grounds.
17. Scattering of ashes in the burial ground is strictly prohibited.