

MURTON PARISH COUNCIL

Rules of Management

Cemetery
Church Lane
Murton, Seaham
County Durham
SR7 9RD

Any person who contravenes these regulations may be required to leave the Cemetery Grounds and may be excluded from readmission for such period as the Council may determine.

Fees and Charges

All fees and charges must be paid in advance at the Cemetery Office, except where special arrangements are made.

Acceptance of Interment

The body of any deceased person will not be accepted for interment unless it is enclosed within a coffin, casket or container of a type and style approved by the Council.

The name of the deceased must be suitably inscribed on the coffin, casket or container.

Regulations relating to Cemetery Records

Plans of the Cemetery showing the various sections and individual grave space, together with the burial registers are kept at the Cemetery Office and are available for inspection with prior notice.

Burial Arrangements

Forty eight hours notice must be given to the Cemetery Superintendent at his Office on the prescribed form of any proposed interment.

No Burial will be allowed to take place unless the appropriate registrar or coroners disposal certificate has first been given to the Cemetery Superintendent.

Interments shall normally take place during the following hours:

Monday- Thursday	9.00am – 2.00 pm
Friday	9.00am – 1.00 pm

Interments at other times may be permitted at the discretion of the Cemetery Superintendent.

Where the exclusive right of burial in a grave space has been purchased no grave will be opened for an interment, or the burial or scattering of cremated remains, without the written consent of the owner of the right.

Selection and Purchase of Graves

Whilst every effort is made to comply with a request, the selection of grave spaces is subject to approval of the Cemetery Superintendent.

The council will sell the Exclusive Right of Burial in a grave in accordance with the scales of fees fixed by the Council.

Works

All graves will be dug by a Council employee.

The depth of a grave shall be determined by the Council and not more than two adult bodies and three cremated remains may be buried in any grave space.

Lawn Graves – Unpurchased Graves

The graded surface will be turfed flat with an area for the memorial to be erected. (Note: grave must be purchased for a memorial to be erected).

No earth mound will be permitted and no flowers, shrubs, bulbs, plants, trees and plastic surrounds will be allowed. The turfed area of the grave must not be cut to form a flower bed. The Council may remove without notice any item which has been placed on the grave in contravention of these regulations.

The turfed area shall be maintained solely by the Council

Cemetery Memorials

Temporary Memorials

These memorials are subject to the approval of the Cemetery Superintendent and no work shall be carried out before the Superintendent's approval is issued.

Temporary memorials are designed to be placed on new graves immediately after burial. These will be removed by the Cemetery Staff after a period of 12 months (no exceptions are made). Thus allowing time for the purchase of a permanent memorial.

Permanent Memorials

All memorials and inscriptions are subject to the approval of the Cemetery Superintendent and no work shall be carried out before the Superintendent's approval is issued.

- An application on the prescribed form signed by the grave owner and the person who is to carry out the work.
- A drawing of the memorial showing its dimensions and foundations.
- A copy of the inscription to be placed on the memorial.
- If the inscription is in a language other than English, a translation in English verified and signed by a responsible person who speaks the other language.
- The appropriate fee.

At least one working day's notice must be given to the Cemetery Superintendent before any monumental work is carried out.

Any memorial erected in contravention of these regulations may be removed and the cost of removal charged to the person who erected it.

Monumental work will only be allowed during normal working hours.

Mats, boards or other suitable protective materials for grass, plants and other memorials must be used at all times whilst the monumental work is undertaken. The site of work must be left in a clean and tidy state and all surplus materials and refuse must be removed at the end of each working day and immediately upon completion of the works.

No memorial or any part thereof shall be removed from the Cemetery except with the approval of the Cemetery Superintendent.

Memorial masons must be properly insured from undertaking any work in a cemetery.

Any memorial erected on a grave must be kept in good order, repair and condition by the owner.

When a monument falls into disrepair and the owner cannot be traced, or after notice fails to repair the memorial, the Council may refuse to permit further interments in such a grave until the cost of carrying out the works has been paid.

Memorial Specifications

All Stonemasons carrying out memorial work in the Council Cemetery must adhere to the Code of Working Practice issued by the national Association of Memorial Masons.

Wooden crosses and metal memorials are not permitted in the cemetery.

All memorials must be constructed with the best natural quarried stone. Any other material, including artificial stone is not permitted and may be removed by the Council.

No memorial or foundation will be permitted which exceed:

- 3 ft. 6 ins. in height.
- Is less than 2 inches thick.
- 3 ft. 9 ins.in width.

All headstones should be doveled to the foundation slab and be supported on a minimum of six inches (150mm) of concrete.

Flower Holders

Vases and flower holders may be placed on purchased graves without the Cemetery Superintendent's approval subject to the following conditions:

- The holder must be placed at the head of the grave as not to impede grass cutting.
- The holder must not be made of glass or pottery.
- It must be affixed to the grave or any memorial thereon.
- The holder is placed on the grave at the owner's risk and the Council will not be liable in the event of its loss or damage howsoever caused.
- Any vase or flower holder, not complying with the Council's conditions, will be treated as any other memorial for the purpose of the regulations.