

Guidelines for Graves, Memorials and Headstones

Inscriptions:

Full first and surname, familiar name in brackets, date or dates of birth and death – wording which expressed life or the character of the deceased.

Also allowed: quotation from the Bible, prayer, poem or hymn. Indication of family, i.e: mother, father, grandfather/mother, son, daughter etc. **Motifs:** cross, flower, star – any natural object.

Maintenance of Graves and Ash Plots:

The Parish Council seeks to ensure that the cemetery and its setting is attractive and dignifies the memories of those who are buried.

Therefore, the following are felt to be inappropriate and are not allowed.

- **Artificial grave surrounds,**
- **Any form of lighting,**
- **Ornaments attached to the headstone or moveable objects on the grave, such as wind chimes/windmills.**

Flowers may only be planted on top of a grave or memorial. Any plants or flowers planted around or outside of a plot will be removed. Artificial flowers (silk or plastic) are not allowed. If they become unsightly the Council will remove them, so that the cemetery remains an attractive place for those who visit. **Glass vases are not permitted and will be removed if placed on any plot (burial or ash).**

Headstone and Ash Memorials:

A memorial is a lasting monument and it is important to choose your stonemason carefully. It is recommended not to erect a memorial for at least 6 months after interment. Only members of the National Association of Memorial Masons are permitted to erect memorials in the Carlton Scroop Cemetery. They will seek permission from the Council on your behalf and will be aware of the rules and recommendations regarding dimension, fixings, etc. A fee is payable at the time of application.

Closure of Cemetery:

From time to time, the cemetery will close for 24 hours for routine maintenance. Please contact the Clerk to the Parish Council prior to your visit to ensure the cemetery is open.

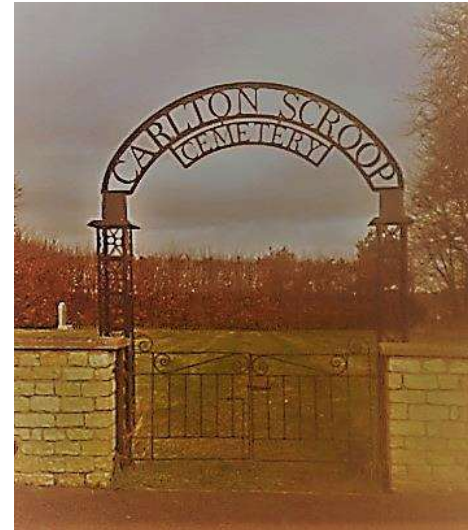
Any questions concerning the content of this leaflet should be referred to the Clerk.

Clerk to the Parish Council: *Mrs Nicola Gascoigne*
482 Newark Road, NORTH HYKEHAM, Lincoln LN6 9SP

Tel: 01522 695 396 email: csncpcclerk@outlook.com

Carlton Scroop and Normanton on Cliffe Parish Council

An introduction for Families to the Cemetery of Carlton Scroop



Carlton Scroop and Normanton-on-Cliffe Parish Council is the burial authority for the cemetery which is adjacent to the church of St Nicholas, Carlton Scroop. This leaflet has been produced to set out in simple terms, the Council's policy with regard to the operation and maintenance of the Cemetery.

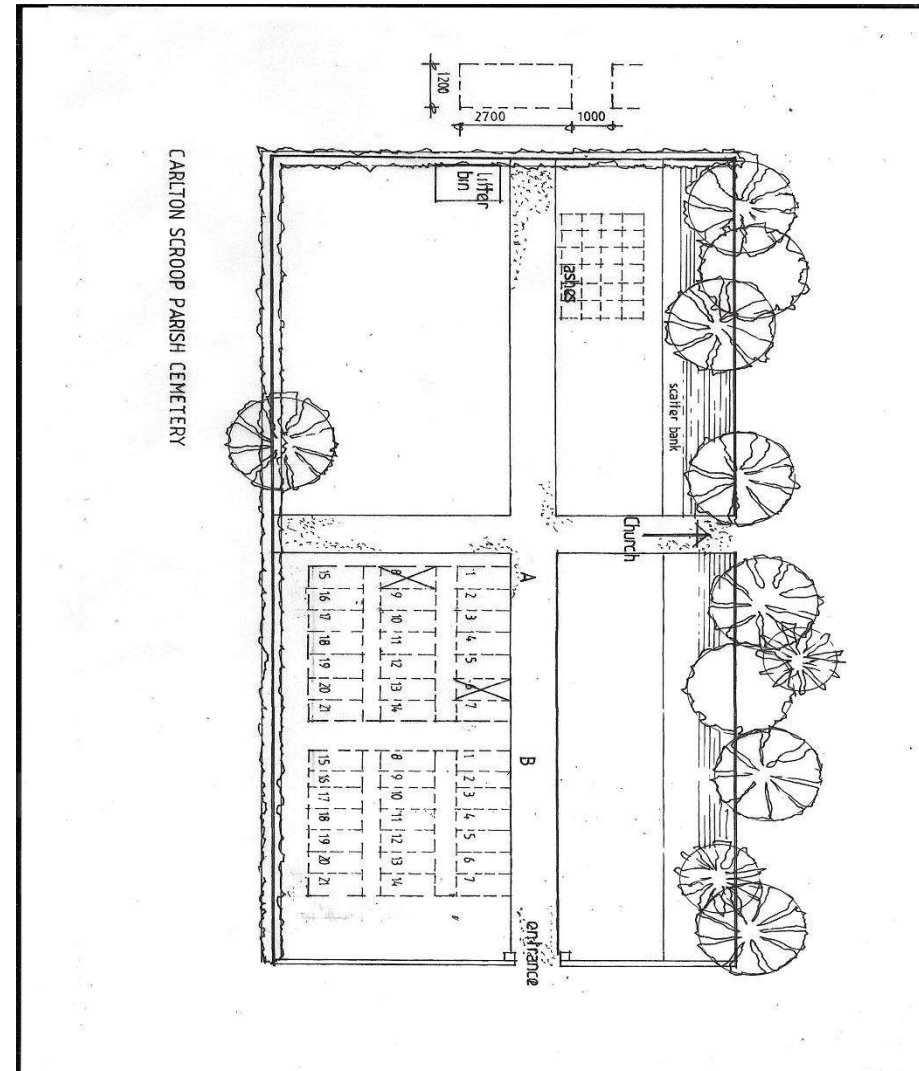
The cemetery has an Ash burial Section and Ash Strewing bank with wild flowers.

The Cemetery is a public open space which means that it is available for everyone to visit and walk through. It is a place for remembrance, peace and quiet reflection. The Council endeavours to ensure that it maintains the Cemetery for that purpose.

RULES AND CONDITIONS

1. The rules and conditions were agreed by the Parish Council and are effective from 1st May 2020 and supersede all previous rules.
2. The Cemetery is primarily for Carlton Scroop and Normanton on Cliffe residents. Non-residents may be buried here, but fees are to be agreed
3. Ashes can be interred in containers and buried in the Ash Plots. Ashes can also be interred in existing Burial and Ash Plots and an "Ash Strewing Bank" is available.
4. The Exclusive Right of Burial is the legal way by which a family acquires "Ownership" of a grave or ashes plot. Rights at the Carlton Scroop and Normanton on Cliffe Cemetery are for a predefined period of 99 years.
5. Within the areas of the cemetery there is no choice of position. The Council will allocate the next available plot. All grave or ashes plots are sold on the basis that they are double plots allowing two interments of the same type.
6. There are two general rules that apply to all graves.
 - a. It is only the owner of the Exclusive Right of Burial or someone to whom ownership is transferred, who may request the erecting, engraving, modification or removal of any memorial, etc.
 - b. Every such action may only be undertaken through the Parish Council as the Burial Authority. Written permission in advance is required. Such an application should be submitted, by the Funeral Director, Stonemason or Exclusive Rights Owner, to the Parish Clerk for consideration. Payment of the (Right to Erect) fee must accompany the application.
7. The placing of "objects" or kerbing is not allowed. (See over for further details.)
8. Tributes, left at the time of interment, will be permitted to remain for one calendar month and will be removed carefully by the Council staff unless otherwise instructed by the Clerk.
9. Families are encouraged to look after graves and memorials and are responsible for insurance to cover any third party liability. Because the Cemetery is a public open space, the Council cannot be held responsible for any damage to or theft from graves and memorials. The Council will not normally undertake any replacement or repair.
10. The Parish Council has the right to take action to maintain neglect graves and memorials and lay down headstones that it deems unsafe. The Parish Council is responsible for maintaining the Cemetery paths, fences, hedges and open areas.
11. The scale of fees is reviewed annually with any changes coming into effect annually 1 May. Copies of fees can be obtained from the Clerk.

CEMETERY PLAN



This plan illustrates the layout of the cemetery and is designed to make it easier for you to find particular grave space