

# OXTED PARISH COUNCIL BURIAL GROUND COMMITTEE

Minutes of a meeting of Oxted Parish Council Burial Ground Committee, held in  
The Meeting Room, Oxted Community Hall, Oxted on Tuesday 5<sup>th</sup> March 2013 at 5.30pm

Present: Mr D Weightman – Chairman (DWe)  
Mrs K Weightman (KW)  
Mrs D Wallace (DWa)  
Mrs B Harling (BH)

Mrs M Gibbins

Clerk to Oxted Parish Council

## MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.  
Cllr. E Parker due to illness
2. **Declarations of Disclosable Pecuniary Interest:** *To receive any disclosure by members of personal interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question. Anyone with a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.*  
There were none
3. **Public session:** A resident attended the meeting to raise a number of issues which he considers have been given adequate consideration by the OPC Burial Committee of OPC Full Council. The requests are for an increase in the size of the memorial space within the burial plot plus permission for a double memorial over two plots which are side by side. The resident cannot understand the rationale for the earlier decision made by the Council. Clerk to write to the resident confirming his request would be further considered at the next Full Council meeting. Clerk
4. **Matters arising from the pre-meeting Burial Ground inspection**  
The pre meeting inspection identified a number of issues:
  - Culvert under the roads needs clearing.
  - Bottom end of the stream needs to be cleared. The stream is silted up and also Requires some raking off of the banks.
  - Two areas of the bank have collapsed and require supporting. This has been undertaken in the past with sandbags and environmental PVC netting.
  - David Weightman will review the best way forward for marking the grave plots. DWe
  - Plague at 'entrance' to the Garden of Remembrance requires cleaning. Clerk to arrange with maintenance company. Clerk
  - End of the site requires planning of the layout.
  - Spoil heap needs to be cleared. Discussion ensued regarding the moving of the spoil heap near to stoney field.
  - The question of benches in the burial ground was discussed and agreed the best position may be along the line of trees to the right of the current spoil heap.
  - It was agreed the Clerk to arrange an early morning at the burial ground with the funeral directors and available committee members to reinforce the regulations. A copy of the regulations to be included in the letter to the funeral directors. Clerk
  - One of the memorials is outside the OPC regulations. Clerk to write to the

- deceased family and request the removal or redesign of the memorial. Clerk
  - A meeting of the Burial committee members is being held at 0900 on Saturday 6<sup>th</sup> April regarding the setting out of the plots. ALL
  - Barbara Harling enquired requiring internment of ashes in a burial plot; it was confirmed ashes can only be interred after all coffins are in place. The regulations permit 2 coffins and 3 ashes.
  - It was agreed the regulations and fees will be considered and reviewed at the next Burial Committee meeting on 7<sup>th</sup> May 2013. Clerk
- 5. Update on Parking on Court Farm Lane**  
Clerk reported she has not received a reply to her communications with Nick Skellet regarding the line painting in Court Farm Lane. David Weightman is meeting with Nick Skellet and will follow up. DWe
- 6. Update re Biffa situation**  
Clerk is in communication with Biffa regarding the lack of service. A formal letter of complaint has been sent to Head Office. Clerk  
It was agreed the Clerk should contact Paul Barton at TDC for further assistance. Clerk
- 7. Burial Ground Tree Survey – documents to be presented at the meeting**  
The Clerk tabled two tenders for the work to be undertaken on the trees in the Burial Ground. The Clerk commented that she has approached 6 other contractors but been unable to obtain quotes as none wished to take on contract work. It was agreed the recommendation of the preferred tender should be recommended to F & GP at their next meeting. Clerk
- 8. Consideration of maintenance contract for 2013 – tenders to be presented at the meeting**  
Clerk tabled quotes from 4 tendering organizations. It was proposed that the quote of £9,900 for the Summer and Winter work from Proground be accepted and the occasional work be agreed on an as and when basis. The quote of £1,035 for the urgent tree work received from Proground to be accepted. Clerk to obtain a quote from Proground for a fortnightly cut of the grass around the Oxted memorial with the last cut being undertaken just prior to the November Remembrance service. Clerk  
It was considered that £25 per cut was expensive.
- 9. Consideration of communications from local residents**  
The Clerk tabled a letter she has received from the relative of a deceased once resident of Oxted. It was agreed the OPC Complaints Procedure be sent to the relative, as requested, together with a letter confirming receipt of the complaint. Clerk

**Meeting closed at 1915**

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Date of next meeting will be held in The Meeting Room, Oxted Community Hall, Oxted, on Tuesday 7<sup>th</sup> May 2013 at 6.00 pm.

Copies of Parish Council minutes are held by the Clerk and are available on the Parish Council web-site: [www.oxted-pc.org.uk](http://www.oxted-pc.org.uk)  
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