



## OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee, held in  
The Meeting Room, Oxted Community Hall, Oxted  
on Tuesday 21<sup>st</sup> May 2019 at 6.00pm

Cllr Liz Parker  
Cllr Matt Sapsford  
Cllr Denize. Wallace  
Cllr Peter Giles  
Cllr Barbara Harling

Mrs M Gibbins  
Clerk to Oxted Parish Council

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### MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.  
There was none received
2. **Election of Chairman**  
Cllr. Matt Sapsford was proposed as Chairman by Cllr. Peter Giles  
Seconded by Cllr. Denize Wallace and agreed by all.
3. **Election of Vice Chairman**  
Cllr. Liz Parker was proposed as Vice Chairman by Cllr. Matt Sapsford  
Seconded by Cllr. Denize Wallace and agreed by all
4. **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 pecuniary 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 an interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.*  
There was none declared.
5. **Public session:** There was no member of the public present.
6. **Matters arising from the Councillors inspection of the burial ground prior to the meeting**
  - Garden of Remembrance requires weed treatment
  - Boundary of burial ground has trees/shrubs, which have been removed , littering the area
  - Benches require jet washing and treating
  - Weeping willow by entrance require low branches cutting back
  - Appears plots have been driven over by mower

- Metal plot numbers are damaged
- Stream requires clearing and weeds etc. cutting back
- Plots are covered in grass cuttings
- Grass areas have not been cleared of grass cuttings
- Tree on left hand side of top footpath requires a stake for support

7. **Burial Ground**

- Marking of new plots – the Clerk has sufficient of the corner markers for 17 plots
- Placing of cones on days of burials – Cllr Matt Sapsford is pacing cones and the Clerk will print and laminate the signs required.
- The Clerk will email the County Councillor regarding the possible extension of the double yellow lines around the entrance of the burial ground
- The Clerk will seek clarification from the police regarding the placing of the cones to prevent commuters parking on the days of burials.
- Notice Board – The Clerk confirmed planning permission has been granted for the installation of the new notice board at the entrance to the burial ground.
- Replanting of Master Park roundabout –It was suggested by Cllr Peter Giles that a working party be set up to take this project forwards. The Clerk will liaise with Cllrs. Alan Feesey and Deb Shiner.
- The kerbstones around the roundabout are on the list of works to be undertaken by SCC. County Councillor McIntosh is following this up.

7. **Burial Account**

- Receipts and Payments schedule – it was noted that income is ahead of budget.
- The Clerk will send Tender Documents to potential new maintenance contractors and will include the current team
- The Clerk will have the notice on the pillars at the entrance to the burial ground updated with Cllr. Sapsfords number.

8. **Future Works**

Disabled parking slope – **date for works to be undertaken awaited.**

Entrance gate – **date for works to be undertaken awaited and will be confirmed once the gate has been made. It was suggested that a kissing gate entrance be installed.**

**Meeting closed at 1845**

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**Councillors will meet at 5.30pm at the burial ground for an inspection of the grounds.**

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Date of next meeting will be held in The Meeting Room, Oxted Community Hall, Oxted,  
on Tuesday 23<sup>rd</sup> July 2019 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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