



## OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee, to be held in  
The Meeting Room, Oxted Community Hall, Oxted  
on Tuesday 23<sup>rd</sup> July 2019 at 6.00pm, which Councillors are summonsed to attend.

Cllr M Sapsford  
Cllr Liz Parker  
Cllr Denize Wallace  
Cllr Barbara Harling  
Cllr Peter Giles

Mrs M Gibbins -Clerk to Oxted Parish Council

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### MINUTES

1. **Apologies for absence:** received and accepted apologies for absence.  
There was no apology for absence
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 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
3. **Public session:** There was no member of the public present.
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting**
  - Block paving by circular bench. Suggestion that it may be possible to install decking. Three quotes to be obtained. **Action: Cllr P Giles/Clerk**
  - Sunken grave to have memorial lifted and replaced once plot has been topped up. **Action: Clerk**
  - Rubbish littering burial ground
  - Clerk to chase contractor regarding roadway which requires tarmac to be repaired. **Action: Clerk**
  - Rose suckers need removing
  - Benches require cleaning and treating
  - Boundary edges require cutting
  - Stream - Hedge needs cutting back
  - Spoil heap is now screened by shrubs
  - Tree on roadway requires cutting back.  
**Action: Clerk to contact family**

5. **Burial Ground**

- Memorial Wall – a long-term project has been a memorial wall at the far end of the burial ground. This would be for families to have plaques in memory of loved ones.
- Working Party date – Saturday 7th September commencing at 10am. The date will be promoted on the Parish Facebook page, website and via TVA to encourage volunteers in addition to Parish Councillors.

**Action: Clerk**

6. **Burial Account**

Receipts and Payments schedule, the figures were reviewed and explained. It was noted that at present the figures are within budget.

7. **Future Works**

- Disabled parking slope – **date for works to be undertaken awaited**
- Entrance gate – **date for works to be undertaken awaited as gate is being made**
- **The new burial ground notice board and wording was agreed and will be installed.**
- **It was agreed that dates for completion and works to be undertaken should be listed.**

**Meeting ended at 7pm**

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Date of next meeting will be held in The Meeting Room, Oxted Community Hall, Oxted,  
on Tuesday 24<sup>th</sup> September 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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