



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 24th September 2019 at 6.00pm

Cllr Matt Sapsford
Cllr Peter Giles
Cllr Barbara Harling
Cllr Denize Wallace

Mrs M Gibbins - Clerk to Oxted Parish Council

MINUTES

1. **Apologies for absence:** received and accepted apologies for absence.
Cllr Liz Parker
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:** Cllr Anne Rivers attended to observe the meeting
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting**
 - Hedge along the stream to be reduced to a height of 6ft
 - All burial notifications to be circulated to all Burial Ground Committee members
 - Weekly maintenance report to be circulated to all Burial Ground Committee members
5. **Burial Ground**
 - Burial Process – the current process which was circulated at the meeting was discussed. Amendments and improvements to the process were suggested.
Action: Clerk
 - Burial ground capacity – it was agreed the north corner needs to be measured to obtain an idea of how many spaces will be available.
 - Communications with Alex Jones – following discussion it was agreed Cllrs Matt Sapsford and Peter Giles will meet with Alex Jones
 - Tenders – it was agreed the Clerk will place an advert in County Border News inviting tenders to be submitted for the burial ground works
 - Burial Ground Working Party – the next working party date was agreed as Saturday 12th October. The plan will be to continue uncovering neglected memorials
6. **Burial Account**
Receipts and Payments schedule – the schedule which had been previously circulated was briefly discussed. Concern was expressed regarding an income source for the burial ground should the reduction in bookings continue.

7. **Future Works**

Disabled parking slope; Widening of roadway – The Clerk confirmed that, although quotes are received for the works, the jobs appear to be too small for the organisations quoting. All members were required to provide details of tarmacadem organisations.

Action: All

Entrance gate – **date for works to be undertaken awaited as gate is being made**

Action: Clerk to chase the maintenance person undertaking the gate works

Date of next meeting will be held in The Meeting Room, Oxted Community Hall, Oxted,
on Tuesday 26th November 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

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