



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 21st January 2020 at 6.00pm

Clr Liz Parker - Chair
Clr Barbara Harling
Clr Peter Giles
Clr Denize Wallace

Mrs M Gibbins
Clerk to Oxted Parish Council

MINUTES

1. **Apologies for absence** received and accepted from:
Clr Matt Sapsford
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**
 - Roundabout has a large number of beer cans deposited within it
 - Plot fence edging has been deposited at the end of the burial ground
 - Paths require clearing of moss
 - Bins are overflowing
 - Surface around the circular bench requires attention
 - Slabs are being left against the tree in Garden of Remembrance
 - Paving needs to be laid at the entrance of the pedestrian gate
 - Drains require clearing to allow water to flow away
 - Hedge cutting is required
 - Tarmac on roadway and by car parking requires attention
 - Some plots require topping up
 - It was suggested that additional welding be added to the top of the pedestrian gate to allow the chain and padlock to be removed.**Action: Clerk**
5. **Burial Ground**
 - Burial ground fees - Prior to the meeting PG had reviewed the fees in Croydon for comparison. The increase in fees which had been tabled at the Council meeting were agreed.**Action: Clerk to inform funeral directors**

- Burial Process – The Clerk confirmed the process is working although she is having to chase AJ for plot markers which had, unbeknown to the Clerk, been left by the bins at the burial ground.
- Burial ground capacity/Burial Ground Working Party – it was agreed to have a working party on Saturday 1st February and to mark out new plots.
- Records Management – The Clerk confirmed that the information requested has not been received from the organisations contacted.
- Communications with Alex Jones – The Council Chair and Vice Chair are meeting with Alex Jones on 5th February.
- Tenders – The tenders which had been previously circulated were considered. It was agreed to appoint Country Garden Services Ltd. The Clerk will inform the company.
Action: Clerk
- Grounds work in burial ground – the schedule of works, which had been previously circulated, was considered. It was agreed to instruct all the works to be undertaken the total sum being £7630 + VAT.
Action: Clerk

6. **Burial Account**

Receipts and Payments schedule – the schedule was noted with the Clerk advising that more fees are due following the booking of additional burials.

7. **Future Works**

- Disabled parking slope
- Repairing tarmac on roadway where it has been broken by tree roots

The above tasks are included within the quote which has been approved.

Date of next meeting will be held in The Meeting Room, Oxted Community Hall, Oxted,
on Tuesday 17th March 2020 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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