



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 26th November 2019 at 6.00pm

Cllr Matt Sapsford – Chair
Cllr Liz Parker
Cllr Barbara Harling
Cllr Peter Giles
Cllr Denize Wallace

Mrs M Gibbins
Clerk to Oxted Parish Council

MINUTES

1. **Apologies for absence:**
There was none received.
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**
 - Flowers and crosses are going missing
 - Limited leaf clearance by maintenance team
 - Apparent use of a ride on mower
5. **Burial Ground**
 - Resident fee enquiry – the Clerk reported of the concern raised by a resident of Tandridge District Council but in the Parish of Tatsfield who is disappointed in the scale of charges for a ‘non parishioner’ of Oxted to be buried in the burial ground. It was agreed that the Clerk will respond sympathetically.
Action: Clerk
 - Burial ground fees – it was agreed to defer the revision of fees until the Clerk has compiled a trend analysis over the last 5 years.
Action: Clerk
 - Burial Process – the process flowchart, which had been previously circulated, was discussed and it was agreed that it requires expanding upon and completing.
 - Burial ground capacity – Cllr Sapsford confirmed that a date will be set for the marking out of the north corner of the burial ground. There is 4 new spaces left in the current area.
Action: Cllr Sapsford/Clerk

- Records Management – following discussion it was agreed the Clerk will follow this up and request a demonstration from a couple of relevant organisations.

Action: Clerk

- Communications with Alex Jones – Cllrs Sapsford and Giles update the committee on the communications which are ongoing with Alex Jones Funeral Directors. Cllrs Parker and Saunders as Chair and Vice Chair of the Parish Council will have a follow up meeting with Alex Jones.
- Tenders – the deadline for submission is 30th November.
- Burial Ground Working Party – Cllr Sapsford thanked those who attended the last working party in, what was, inclement weather. A new date will be set at the next burial ground committee meeting.

6. Burial Account

Receipts and Payments schedule which had been previously circulated was discussed. It was agreed that a forecast needs to be included.

7. Future Works

- Entrance gate – the gate is ready and will be installed, weather permitting, within the next couple of weeks.
- Disabled parking slope – **date for works to be undertaken awaited**

Date of next meeting will be held in The Meeting Room, Oxted Community Hall, Oxted,
on Tuesday 21st January 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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