



## OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee, held via the on-line TEAMS remote set-up on Tuesday 26<sup>th</sup> May 2020 at 6:00pm

Cllr Denize Wallace – Chair  
Cllr Peter Giles – Vice Chair  
Cllr Liz Parker  
Cllr Katherine Saunders  
Cllr Matt Sapsford

Mrs Maureen Gibbins – Parish Clerk

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### MINUTES

1. **Election of Chairman and Vice-Chairman**

Cllr Katherine Saunders nominated Cllr Liz Parker

2 in favour; 3 against;

Cllr Matt Sapsford nominated Cllr Denize Wallace

3 in favour; 2 against

**Cllr Denize Wallace** was elected as Chairman of the Burial Ground Committee for the 2020/21 year.

**Election of a Vice-Chairman**

Cllr Denize Wallace nominated Cllr Peter Giles

3 in favour; 2 against

Cllr Katherine Saunders nominated Cllr Liz Parker

2 in favour; 3 against

**Cllr Peter Giles** was elected as Vice Chairman of the Burial Ground Committee for the 2020/21 year

2. **Apologies for absence:** received and accepted

Cllr Barbara Harling

3. **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

4. **Public session:** There was no member of the public present.

5. **Matters arising from the Councillors inspection of the burial ground prior to the meeting**

- Trees at far end of the burial ground need lower branches pruned
- Grass at entrance requires cutting
- Stream requires clearing
- The Councillors commented on the improvement to the burial ground with the new contractors.

**Action:** Clerk

6. **Burial Ground**

- Burial Process – Cllr Giles suggested where a memorial is removed for a new inscription that a temporary marker be placed on the plot. The Clerk raised the issue that one funeral director leaves plot markers by the bins which is not an acceptable procedure. Cllrs Wallace and Giles will liaise with the Clerk regarding the burial process

**Action: Cllrs Wallace, Giles and Clerk**

- Records Management – It was agreed more information is required including regarding the maintenance of a database

**Action: Clerk**

- Update on communications with Alex Jones – The report drafted by Cllr Parker which had been previously circulated was briefly discussed.
- Grounds work in burial ground – The Clerk updated the councillors regarding the works which had been completed and works in progress.
- Burial Ground Maintenance Contractor – The appointment of Country Garden Services Ltd as the new burial ground maintenance contractor was confirmed
- Pedestrian Gate – Due to Covid-19 it has not been possible for the pedestrian gate security to be completed. It was agreed that once the gate is secured the main gates will be locked at night and a rota set up for which councillor will lock and unlock the main gates. All councillors on the committee agreed to be on the rota.

7. **Burial Account**

Receipts and Payments schedule – The Clerk updated the councillors regarding the receipts and payments pertaining to the burial ground.

8. **Future Works**

It was agreed to hold the next burial ground working party on Saturday 13<sup>th</sup> June commencing at 10am.

**The meeting ended at 1850**

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Date of next meeting will be held on Tuesday 14<sup>th</sup> July 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](http://www.oxted-pc.org.uk)

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