



## 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 14<sup>th</sup> July 2020 at 6:00pm

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

Cllr Anne Rivers - observing

Mrs Maureen Gibbins  
Clerk to Oxted Parish Council

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### 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 although one Parish Councillor attended as a member of the public
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting**
  - Roses require deadheading
  - Little bit of rubbish
  - Circular bench plaque needs another screw
  - Garden of Remembrance two rows unused need spraying to get rid of weeds
  - Cross needs removing
  - Red paint, clothing item and stones at the bottom of a tree to be removed.
  - **Working party – Saturday September 5<sup>th</sup> commencing at 10am**
5. **Burial Ground**
  - Burial Process – The flowchart which had been previously circulated was discussed and it was agreed further information is required prior to the Committee using a records management system,
  - Interment and memorial forms to be ‘filed’ in Sharepoint.
  - The Clerk was thanked for marking out all the plots and identifying reserved plots. The document is in Sharepoint.

- Working group to be setup – Cllrs Denize Wallace, Peter Giles, Matt Sapsford, Anne Rivers and the Clerk
- Records Management – Pear majoring on mapping and Rialtas database solution. Copy of ledger pagers sent.
- Grounds work in burial ground – all works completed apart from main gate which requires lifting – quote awaited.
- Cllr Sapsford queried whether a ramp is required by pedestrian entrance and it was agreed to keep this on the agenda
- Tree works – quotes received however it appears that the quotes are for different trees. The Clerk will clarify. Cllr Giles will approach Chartford who has not responded to the Clerks email or telephone message. The Clerk will approach GS Treecare
- Issue raised by resident was discussed. The Clerk will draft a response to the resident and pass by the committee prior to sending.

**6. Burial Account**

Receipts and Payments schedule – reviewed and accepted.

**7. Future Works**

Main gate to be lifted

Roundabout in middle looking tired. The Clerk will liaise with the maintenance team. It was further suggested that Alex Jones Funeral Directors may fund the provision of 5 or 6 standard rose bushes

More bins are required at the furthest end of the burial ground which the Clerk will organise

**Meeting over at 1850**

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**Committee members, where possible and with their safety and social distancing in mind, to complete an inspection of the burial ground prior to the meeting.**

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Date of next meeting will be held on Tuesday 8<sup>th</sup> September 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)  
 Mrs M Gibbins, Parish Clerk, Tel: 07510 226989