



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 8th September 2020 at 6:00pm

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

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence
There were no apologies for absence
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**
The Chairman thanked all for their assistance at the working party on 5th September.
 - Extra bins required at the far end of the burial ground.
5. **Burial Ground**
 - Burial Process – process ok as it stands however all councillors need to understand the process and documentation.
 - Ensure Funeral Directors details are in sharepoint.
 - Cllr Saunders to go through the process with the Clerk and identify any possible issues
 - Records Management – General discussion regarding maintenance of records. It was agreed the committee needs to identify exactly what is required prior to requesting a quote. A working party of Cllrs Wallace, Saunders, Sapsford and Giles will liaise and identify requirements.
 - Tree works – Clerk to confirm with Expertrees Ltd for works to be undertaken.
 - Entrance gates – R C Larkin provided a quote for the repair and rehanging of the main gates. Clerk to confirm acceptance of the quote and for the works to commence.
 - Security issues – once the gates are repaired and rehanged the burial ground will be locked and the rota reimplemented.

- Working Party – Saturday 31st October. The Clerk will notify residents who wish to help.

6. **Burial Account**

Receipts and Payments schedule - on schedule

7. **Future Works**

Stream will be done in October

Meeting closed at 18 35

Date of next meeting will be held on Tuesday 10th November 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
Mrs M Gibbins, Parish Clerk, Tel: 07510 226989