



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 10th November 2020 at 6:00pm

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

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

MINUTES

1. **Apologies for absence:**
There was none
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 one member of the public in attendance with regards the thefts which have been occurring in the burial ground. The concerns of the resident were listened to and the councillors expressed their empathy with the resident.
The Chairman thanked the resident for attending the meeting and confirmed this issue will be included in future agendas until resolved.
Following discussion, it was agreed the Clerk will liaise with the police regarding the effectiveness of CCTV in this regard.
Action: Clerk
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting**
The Chairman thanked the Councillors who attended the working party on 31st October
5. **Burial Ground**
 - Update re burial process – Cllr Saunders and the Clerk worked through the process and updated the flow chart. The Chairman thanked Cllr Saunders for the work undertaken. Cllr Giles raised three minor amendments which Cllr Saunders will incorporate. All supporting documents will be filed in the Burial Process folder in Sharepoint.
Action: Cllr Saunders
 - Records Management – the Chairman apologised that a meeting has not yet been held
 - Tree works – date for works to be undertaken currently remains at 22nd January 2021 although this is under review.
Action: Clerk liaising

- Estimate for roundabout works – The quote, which had been previously circulated and is filed in sharepoint was discussed. It was agreed that an itemised quote be requested as Alex Jones Funeral Directors have agreed to fund the lavender plants.

Action: Clerk

- Extended footpath to burial ground - It was agreed the Clerk would obtain quotes for the works.

Action: Clerk

- Additional bins – The quote received from Country Garden Services Ltd was accepted and the Clerk was authorised to order 2 more bins for the burial ground.

Action: Clerk

- Thefts from burial ground – This issue had been discussed at the beginning of the meeting and will remain on future agendas.
- The burial ground gate is in the process of being repaired and repainted. The pillar is also being repaired and the hinge reset.

Action: Clerk to follow up

6. Burial Account

Receipts and Payments schedule which had been filed in sharepoint was noted

7. Future Agenda Items

- Thefts at burial ground
- CCTV

Meeting ended at 1840

Date of next meeting will be held on Tuesday 12th January 2021 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