



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 16th March 2021 at 6:00pm

Cllr Denize Wallace - Chairman
Cllr Barbara Harling
Cllr Katherine Saunders
Cllr Liz Parker
Cllr Peter Giles

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

MINUTES

1. **Apologies for absence:** received and accepted apologies for absence
Cllr Matt Sapsford
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 present who wished to speak regarding the proposal to remove the planting on the roundabout. The resident highlighted their concerns regarding the parish council's proposal to remove the shrubs and replant the memorial roundabout with lavender. The Chairman informed the resident of the reasons for the decision to clear the roundabout.
The Chairman thanked the resident for attending the meeting and for her input and suggestions. The resident thanked the committee for allowing her the opportunity to raise her concerns and those of other visitors to the burial ground. The resident left the meeting.
Following discussion, the committee agreed to defer the decision to clear and replant the roundabout to a later meeting after further consultation.
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**
 - More watering cans are required. **The Clerk will purchase.**
 - Cllr Wallace reported the daily accumulation of rubbish round circular bench.
 - The Clerk will liaise with the maintenance team regarding access to the burial ground.
 - The Clerk confirmed the culvert is running freely.
 - The Councillors agreed the burial ground is looking well maintained.
 - Thanks were expressed to Cllr Giles for the repair of the leaking tap.
5. **Burial Ground**
 - **Resident email re roundabout** – this was dealt with in the public session.
 - Resident letter re disrepair of plots – The Clerk reported on a letter received from the relative of a family member buried in the burial ground and their concern regarding the memorabilia on plots, fencing and broken crosses. The family member has offered to help tidy the site when a full burial ground working party is scheduled, and all families have been notified of the requirement to remove fencing and excessive memorabilia.

- **Records Management** – The Clerk reported this is ongoing as all the software available is far too detailed for what is required by the Parish Council.
Action: Clerk
- **Estimate for roundabout works** – In view of the discussion and interim decision made earlier in the meeting, it was agreed to carry this item forward to the next meeting.
- **Fees** – The Clerk brought to the attention of the committee a communication which had been received from a family member and had been previously circulated to the committee members.
- **Pedestrian Gate notice** – sign for gate inside and outside. It was agreed an additional sign is required stating that cars are parked at owner’s risk and the Parish Council is not liable for loss or damage. In view of the car park notice it was agreed to review the location of the burial ground notice board.
Action: Clerk
- **Thefts from burial ground** – there continues to be the theft of plants from plots however the committee does not consider that there is much control they can have over this.
- **Working Party Date** – 20th March 2021 commencing at 10am.

6. **Burial Account**

Receipts and Payments schedule – the figures which had been circulated were noted.

7. **Future Works**

Extending the footpath

Review of risk assessment

Date of next meeting will be held on Tuesday 25th May 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