



OXTED PARISH COUNCIL - BURIAL GROUND WORKING GROUP

Notes of the meeting of Oxted Parish Council Burial Ground Working Group held via the on-line TEAMS remote set-up on Tuesday 18th May 2021 at 6:00pm

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

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

NOTES

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 none present.
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**
 - Broken bottles from a party were cleared up by Cllr Wallace and a local resident.
 - Two new green bins have migrated to middle of roundabout and need to be at far end. contractors will be advised.
 - Cllr Wallace requested additional volunteers for the burial ground rota. Cllrs Giles and Sapsford offered to help.
5. **Burial Ground**
 - Burial ground regulations following communication from resident – A resident, who has requested an amendment to the burial ground regulations will be advised that, although the councillors are compassionate to his request, it is not feasible to change the regulations.
 - Roundabout planting – Following discussion it was agreed that several options may be possible:
 - Reducing the height of the current bushes
 - Brighten the area up with standard roses and daffodils.
 - Cllr Wallace is awaiting feedback from a local resident.
 - The rose bushes alongside the Garden of Remembrance were also discussed and it was agreed that they may be able to be replaced with promised funding from a local funeral director.
 - It was agreed to keep the items relating to the roundabout, including the estimates for works to be undertaken, and rose bushes on future agendas.

- Records Management – The Clerk confirmed a new firm has approached the parish council and a quote for the parish council's requirements is awaited.
Action: Clerk
- Burial Ground Fees – It was agreed work needs to be undertaken in a positive manner to review the current fee structure. The item will be reviewed at later meetings. Cllrs Wallace and Giles will liaise with Limpsfield Parish Council to assess the feasibility of co-operation with regards to burial ground fees.
Action: Cllrs Wallace & Giles
- Review of risk assessment – Cllrs Wallace, Giles and Sapsford to review the risk assessment in line with the Public Liability Insurance requirement
Action: Cllrs Wallace, Giles & Sapsford.
- Thefts from burial ground – Following discussion it was agreed two signs will be erected stating "Anyone caught stealing items from the burial ground will be prosecuted".
Action: Clerk
- Working party – a request has been received from a relative regarding the fencing and non-compliant items in the burial ground. It was agreed that, in view of past experience Cllrs Wallace and Giles will draft the letter to the resident.
Action: Cllrs Wallace & Giles

6. **Burial Account**

Receipts and Payments schedule - reviewed

7. **Future Works**

Matt will lock up on Tuesday 25th.

Meeting closed at 1854

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.

Date of next meeting will be held on Tuesday 20th July 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