



## OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee, held at Hurst Green School  
on Tuesday 20<sup>th</sup> July 2021 at 6:00pm

Cllr Denize Wallace - Chairman  
Cllr Katherine Saunders  
Cllr Peter Giles  
Cllr Matt Sapsford

Mrs Maureen Gibbins  
Clerk to Oxted Parish Council

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### MINUTES

1. **Election of Chairman and Vice-Chairman**

Cllr Matt Sapsford nominated Cllr Denize Wallace as Chairman, seconded by Cllr Peter Giles. There being no other nominations Cllr Denize Wallace was elected as Chairman of the Burial Ground Committee for the 2021/22 year.

Cllr Denize Wallace nominated Cllr Peter Giles as Vice-Chairman, seconded by Cllr Matt Sapsford. There being no other nominations Cllr Peter Giles was elected as Vice-Chairman of the Burial Ground Committee for the 2021/22 year.

2. **Apologies for absence:** received and accepted apologies for absence from:  
Cllrs Liz Parker and Barbara Harling.

3. **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. There was none declared.

4. **Public session:** A representative from Opusxenta Pty Ltd gave an on-line presentation via zoom of the Record Keeper software for the maintaining of burial ground records. The councillors raised a couple of questions regarding GDPR, storage and accessibility which were satisfactorily answered. It was agreed that it would be beneficial for all councillors to review the software when the roadshow dates are publicised. The Clerk confirmed this software is the most suitable for the parish council's requirements.

5. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**  
The councillors confirmed the burial ground is looking well kept. Cllr Sapsford highlighted the tree on the left-hand side of the burial ground by stoney field. The Clerk confirmed the maintenance team are monitoring the situation.

6. **Burial Ground**

- Communications from residents - The Chairman has spoken with one resident regarding the memorabilia on burial grounds and they were happy with the explanation.

- The possibility of allowing side by side plots to have double memorials only on the row of currently unallocated plots adjacent to Stoney Field was discussed. The Clerk informed Councillors that this solution would not be available to the resident who has requested a double memorial due to Diocese rules. The Clerk will communicate with the resident regarding the further request for a double memorial.

**Action: Clerk**

- Roundabout planting/Estimate for roundabout works - It was agreed the existing planting needs to be lowered to approximately 1 foot. A quote for infill planting and the reduction in height to be obtained. It was further agreed it would be preferable for the new planting to be compatible to encourage bees.

**Action: Clerk**

- Burial Ground Fees - it was agreed the schedule which had been previously circulated evidenced that the parish council's fees are not out of line with other burial grounds maintained by parish councils.
- Review of risk assessment - the Risk Assessment which had been previously circulated was agreed as currently appropriate and will be reviewed annually.

7. **Burial Account**

Receipts and Payments schedule - which had been previously circulated was noted.

8. **Future Works - working party to be done at some stage.**

The condition of the burial ground will be monitored, and a working party date will be scheduled when deemed necessary.

**Meeting closed at 1905**

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Date of next meeting will be held on Tuesday 21<sup>st</sup> September 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](http://www.oxted-pc.org.uk) Mrs M Gibbins, Parish Clerk, Tel: 07510 226989