



OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,
held at Oxted Community Hall on Tuesday 21st September 2021 at 6:00pm,

Cllr Denize Wallace - Chairman

Cllr Katherine Saunders

Cllr Peter Giles

Cllr Liz Parker

Cllr Matt Sapsford

Mrs Maureen Gibbins

Clerk to Oxted Parish Council

MINUTES

1. **Apologies for absence:** received and accepted apologies for absence from:
Cllr Barbara Harling
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.**
 - Stream needs clearing
 - Hedge along the stream is very overgrown and requires cutting back
 - Cut grass is not being cleared off the ground
 - Piles of grass cuttings are being left at the end of the burial ground
 - Broken memorial on plot 245
 - Owners of plots 271, 641 and 732 to be contacted and requested to remove the fences around the plots

Action: Clerk

- Owner of plot 831 to be contacted by Cllr Wallace

Action: Cllr Wallace

5. **Burial Ground**
 - Estimate for roundabout works – The Clerk confirmed this has been chased and will be followed up again.
 - Burial Ground Fees – following review of the paper drafted, and previously circulated, by Cllrs Damesick, Rivers and Feesey it was agreed that fees will be considered at the upcoming budget planning meeting.
 - Update following Clerk attendance at ICCM course. The Clerk confirmed the Course had proved beneficial and confirmed the parish council is following all regulations. The flow chart drafted by the parish was considered excellent by the ICCM however will be reviewed by Cllr Saunders and the Clerk.
 - Theft of plants continues at the burial ground. The Clerk will contact St Mary's church to ascertain if it will be possible to include a piece in the church newsletter.

Action: Clerk

- Working Party Date – the date set is 6th November from 10am until midday.

6. **Burial Account**

Receipts and Payments schedule – this having been previously circulated was noted.

Cllr Wallace confirmed she has authorised the payment of the Maintenance invoice if the sum is as has been approved in the budget.

7. **Future Works**

Cllr Sapsford highlighted the potential project of the memorial wall for the far end of the burial ground. It was agreed the Clerk will source quotes and pictures.

Action: Clerk

Cllr Giles enquired regarding the issue in August when the Clerk was called to the burial ground.

Date of next meeting will be held on Tuesday 23rd November 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