



## OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,  
held at Oxted Community Hall on Tuesday 19<sup>th</sup> July 2022 at 6:00pm

Cllr Peter Giles – Chairman  
Cllr Katherine Saunders  
Cllr Liz Parker

Mrs Maureen Gibbins  
Clerk & RFO to Oxted Parish Council

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### MINUTES

1. **Apologies for absence:** receive and accept apology for absence.  
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 none present
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**
  - There are some brambles emerging from some bushes on plots which need cutting back
  - Stream in desperate need of clearing
  - Hedge needs cutting back and reducing in height
  - Left hand side of burial ground by round about needs cutting and looks very green as if there is a water source underneath!
  - Weeping willows by the entrance need the lower branches cutting – the burial ground sign is close to being obscured.
  - Older benches require treatment.**Action: The Clerk will liaise with maintenance team**
5. **Burial Ground**
  - Roundabout works and Circular bench installationIt was agreed the roundabout works, including the circular bench, will be reconsidered following review of the finances at the half year. The cost of the project could be circa £7,500 and with the reduced level of income may have to be delayed for a year.
  - Bin StoreIt was agreed the condition will be monitored and an additional quote will be sought for the installation of a supporting concrete pillar as an interim solution. Councillors agreed work needs to be undertaken when finances permit.**Action: Clerk**
  - Burial Ground records and droning the siteThe Clerk updated the committee on the current situation. The uploading of records is going to be time consuming. The conversion of the current records to excel is being trialled however the rest of the inputting of information from the ledgers will be laborious.**Action: Clerk**

- Planting of the rose gardens

The Clerk will liaise with the maintenance team to ascertain the best price for clearing the rose gardens, treating the soil, and replanting.

**Action: Clerk**

6. **Burial Account**

Receipts and Payments schedule – Cllr Giles queried the schedule of income. The Clerk confirmed that additional funds have been received for interments, memorials, and a burial.

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Date of next meeting will be held on Tuesday 20<sup>th</sup> September 2022 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