



## OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,  
held at Oxted Community Hall on Tuesday 14<sup>th</sup> March 2023 at 6:00pm,

Cllr Katherine Saunders - Chairman  
Cllr Liz Parker  
Cllr Jean Inker

Mrs Maureen Gibbins  
Clerk & RFO to Oxted Parish Council

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### MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.  
Cllrs Barbara Harling, Denize Wallace and Peter Giles.
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 were none declared.
3. **Public session:** There were no public present.
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**
  - The councillors considered the burial ground is in good order.
  - The Clerk will contact the grave digger to ascertain whether the boards at the far end of the burial ground are used by him.
5. **Burial Ground**
  - Burial Ground records and droning the site - The clerk demonstrated the records which have been transferred by the burial ground software company however, disappointment was expressed at the unfinished status of the records compiled. The councillors acknowledged that a lot of inputting is required by the clerk to complete the records. The Chairman suggested that since there is already a detailed record in the manual ledgers there is no urgency to complete the cross-check. There is a need to ascertain the cost of checking the data and to be discussed following the elections.
  - Planting of the rose gardens -there has been no progress on this project.
  - Planting of additional trees - It was noted that there were still 15 trees stored at the Clerk's residence, in urgent need of planting out. The councillors were in favour of planting more trees in the burial ground and it was suggested that Holland School, Moorhouse School, St Marys School might be approached to find out if they would be happy to take some. Further thoughts to be sought from Country Garden Services.
  - Fees for plaques on benches - to be taken forward to the next agenda.
6. **Burial Ground Registration**  
Registered with land registry under number title number SY306358.

7. **Burial Account**  
Receipts and Payments schedule – the funds received were noted.

8. **Future Works**  
Working group – Saturday 1<sup>st</sup> April at 10am.

**Meeting closed at 18:26**

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Date of next meeting will be held on Tuesday 23<sup>rd</sup> May 2023 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