



## OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,  
held at Oxted Community Hall on Tuesday 23<sup>rd</sup> May 2023 at 6:00pm

Clr Peter Giles - Chairman of the meeting  
Clr Peter Quinn  
Clr Louise Kirk  
Clr Jean Inker  
Clr Denize Wallace - Chairman (left the meeting at 1810)

Mrs Maureen Gibbins  
Clerk & RFO to Oxted Parish Council

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### MINUTES

1. **Election of Chairman**  
Clr Inker nominated Clr Wallace  
Clr Giles seconded the nomination.  
Clr Wallace was unanimously elected.
2. **Election of Vice Chairman**  
Clr Wallace nominated Clr Giles  
Clr Inker seconded the nomination.  
Clr Giles was unanimously elected.
3. **Apologies for absence:** received and accepted apologies for absence.  
Clr Denize Wallace
4. **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.
5. **Public session:** There were no members of the public present.
6. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**
  - Main gates need lifting.
  - Trees planting
  - Lump of concrete needs removing from behind the bin store
  - Slabs at end of Garden of Remembrance to be relocated.
  - Garden of Remembrance plot areas require weed removal treatment.
  - Hedge requires cutting but will need to be undertaken after the nesting season.
  - Wheelbarrow in wooded area at far end of the burial ground requires removing.
  - Plots 518 and 813 require attention to the memorials.

7. **Burial Ground**

- Burial Ground records and droning the site. The Clerk showed the Councillors the formation of the data which had been input by Byondcloud. Following discussion, it was resolved the design of the spreadsheet will be reviewed. It was resolved not to progress with Byondcloud.
- Planting of the rose gardens – A local funeral director donated £1k towards the replanting of the Garden of Remembrance rose garden. Due to the weather at the end of 2022, it was not possible to purchase and thus plant the rose bushes. Cllr Giles will follow up with the contractor who was appointed and, if necessary, will go with the second contractor if progress cannot be made the original one.
- Planting of additional trees – following discussion at the March 2023 meeting, the Clerk contacted local schools however they already had sufficient trees. It was resolved more trees will be planted in the burial ground. The trees are currently being maintained at the Clerks home.
- Fees for plaques on benches – it was resolved to carry this item forward to the July 2023 meeting.

8. **Burial Ground Registration**

Registration number at Land Registry does not match the plans held by the council. Cllr Giles took the original plans and Land Registry documents from the Clerk to assist his research.

9. **Burial Account**

Receipts and Payments schedule. It was resolved to review the receipts and payments on a quarterly basis.

10. **Future Works**

- Cllr Inker raised the issue of the roundabout in the burial ground. It was confirmed that this has already been identified as a future project. The Clerk confirmed that SLCC has recently forwarded a further funding stream which she is expressing an interest in to ascertain whether the roundabout may be a potential project.
- It was agreed the burial process flowchart which had been circulated may need to be reviewed.

A Working Party date was set for Saturday 8<sup>th</sup> July 09:30 to 12:30

**Burial Main Gate opening and closing rota was updated.**

Cllr Shiner to unlock Monday to Friday

Cllr Wallace to lock on Monday, Tuesday, Friday and Saturday.

Cllr Wallace to unlock on Saturday and Sunday

Cllr Hull to lock on Wednesday

Cllr Giles to lock on Thursday

Cllr Inker to lock on Sunday

**Meeting closed at 1855**

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Date of next meeting will be held on Tuesday 18<sup>th</sup> July 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