



OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,
held at Oxted Community Hall on Tuesday 18th July 2023 at 6:00pm

Cllr Denize Wallace – Chairman
Cllr Peter Giles
Cllr Louise Kirk
Cllr Jean Inker
Cllr Peter Quinn arrived at 18:25

Mrs Maureen Gibbins
Clerk & RFO to Oxted Parish Council

MINUTES

1. **Apologies for absence:**
There were none received.
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 members of the public present.
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**
 - Large willow branch to be removed.
 - Benches require cleaning and treating.
 - Footpaths by circular roundabout and footpath to bin store requires moss treatment.
 - Slabs to be removed, and stored pile to be removed.
 - General clearance of broken branches.
 - Lower roots on trees to be removed.
 - Trees to be inspected for deadwood and maintenance.
 - Stream to be cleared.
 - Concrete slab and fence posts to be removed from behind bin store.
 - Hole by Robbins plot to be filled as hazard.
 - Concrete slab to be removed from against tree on left hand side of burial ground.
 - Memorial 855 requires straightening, and number engraved on it.
 - A resident who was in the burial ground requested permission to plant a rhododendron in memory of his parents as this was a tribute from family members in Australia. The permission was granted by the Clerk with the understanding that the family member is responsible for the care of the plant.
5. **Burial Ground**
 - Rose gardens – flowers and leaves are dropping, and the deer have removed heads however it is anticipated the roses will flower next year.

- It was agreed a letter should be drafted detailing memorial plaques on benches, plaques in the rose garden and the purchasing of a tree also with a plaque of dedication.
- Planting of additional trees would require a planned planting schedule and map. It was proposed that the trees already with the Clerk could be planted around the perimeter of the burial ground.
- Fees for plaques on benches and rose gardens are to be reviewed with other burial grounds.

6. **Burial Ground Registration**

18th July 1963 was the conveyance to purchase the burial ground and today is the 60th anniversary of conveyance. Owners are the Burial Board which may be the burial ground committee or more likely the Parish Council. The Clerk will seek out the earlier minutes.

7. **Burial Account**

Receipts and Payments schedule - accounts were tabled and noted.

8. **Future Works**

- Re design of the roundabout - Alex Jones Funeral Directors would prefer the roundabout to be reduced in size as it is difficult to manoeuvre the hearse around it due to the increase in size of the vehicles. Planting of rosemary was suggested and installation of a smaller bench. More research is to be undertaken prior to estimates being obtained.
- Maintenance to bin store area - ongoing
- Burial Ground records - ongoing

Meeting closed at 19:15

Date of next meeting will be held on Tuesday 19th September 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 Mrs M Gibbins, Parish Clerk, Tel: 07510 226989