



## OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,  
held at Oxted Community Hall on Tuesday 21<sup>st</sup> November 2023 at 6:00pm

Cllr Denize Wallace – Chairman  
Cllr Peter Giles  
Cllr Peter Quinn  
Cllr Louise Kirk  
Cllr Jean Inker

Mrs Maureen Gibbins  
Clerk & RFO to Oxted Parish Council

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### 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.*  
Cllr Denize Wallace declared an interest in item 8 relating to the quote for the bin store as her husband has provided a quote.
3. **Public session:** There were no members of the public in attendance.
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**
  - Hedge needs cutting and will be undertaken by the end of November.
  - Concrete slab along fence edge needs removing.
  - Tree works are being undertaken on 29<sup>th</sup> and 30<sup>th</sup> November.
  - Concern was expressed regarding the large artificial floral arrangements on plots and it was agreed that families need to be notified that they will be removed and disposed of within 2 months of the burial.
5. **Burial Ground**
  - Policy for installation of benches – It was agreed all benches should be of a uniform style, purchased through the parish council and installed by approved contractors. Plaques can be erected on the bench. The Clerk highlighted the sample policy from another parish council which had been circulated in the past which will be recirculated. It was agreed a policy is required which covers benches, plaques and trees in the burial ground.
  - Cllr Kirk suggested a plan of the burial ground should be available identifying suitable sites for benches to be installed.
  - Decision regarding redesign of the roundabout. Following discussion, it was agreed the roundabout must be reduced in dimension to accommodate the increasing size of the hearses. It was suggested the memorial plaque in the garden area could be hung from the tree on the roundabout. It was agreed to move away from installing a bench on the roundabout but to remove the current shrubbery and install a wrought iron fence around the tree and plant lavenders.

- A memorial wall could be considered at the lower end of the burial ground in the Garden of Remembrance area.
- Burial Ground Fees – Following an approach from the Oxted PC Chairman and the discussion regarding a possible arrangement to the burial ground costs and fees; the Chairman of Limpsfield PC had advised that the Council does not consider they have a role to play regarding burial ground availability and access.

6. **Burial Ground Registration**

It was agreed to review this issue at the March 2024 meeting.

7. **Burial Account**

Receipts and Payments schedule – The schedule which had been previously circulated was noted. The Clerk confirmed that following production of the schedule additional bookings in the sum of £2,500 were received.

8. **Future Works**

Following the receipt of 4 quotes for the replacement of the bin store it was **RESOLVED** to proceed with Oxted Garden Maintenance at a total cost of £995. Proposed by Cllr Inker, seconded by Cllr Giles and agreed by all. Work can be commenced on 8<sup>th</sup> January 2024 subject to clarification that the quote includes the reinstatement of the tap which is currently attached to the fence post. The Clerk, on receipt of the formally presented quote, will authorise the work to be undertaken.

Working party date to be set at January meeting.

**Meeting closed at 18:55**

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Date of next meeting will be held on Tuesday 16<sup>th</sup> January 2024 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