



OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,
held at Oxted Community Hall on Tuesday 21st January 2025 at 6:00pm,

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

Mrs Maureen Gibbins
Clerk & RFO to Oxted Parish Council

MINUTES

The meeting commenced at 6:15pm following the arrival of the Clerk who had been delayed at an earlier meeting at TDC.

1. **Apologies for absence:** to receive and accept apologies for absence.
None were 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.**
 - Fence to the left of the entrance to be repaired. The Clerk confirmed she is meeting with a contractor on 22nd January regarding the repair.
 - Memorial missing; the Clerk confirmed that there is a lot of memorial work currently being undertaken and this memorial has probably been removed for engraving however will check the records.
 - Councillors consider the hedge along the stream requires reducing by another 2 feet.
 - Planks over the stream require removing – Clerk will check with maintenance team and grave digger as to who left them there.
 - Gravel needs replacing in the Garden of Remembrance. The Clerk will contact the maintenance team with a request that the quote is received by 5th February for consideration at the Council meeting on 11th February.
 - Cllr Wallace will remove the Morrisons trolley from the burial ground and return to the supermarket.
 - Due to the time of year and the weather the burial ground looks generally untidy.
 - Leaning branch on left hand side of burial ground to be removed.
5. **Burial Ground**
 - Planting of roundabout – 75 lavenders required. Cllr Wallace will source the plants for planting in April/May. The Clerk will ascertain if Country Garden Services Ltd will be able to assist with the planting.

- Community Service support – Cllr P Quinn will continue to follow the Community Service Support up. Alternative support will be sought from local scout groups. DofE candidates, horticulturists and local schools to include litter picking and planting of lavender in the burial ground.
- New bin store – one quote received from Country Garden Services in the sum of £1,630. Two verbal quotes were tabled by Cllr P Quinn both bin stores, one wooden and one metal, would need to be assembled and erected thereby it was agreed to proceed with Country Garden Services Ltd if the quote including concrete posts and gravel boards does not exceed £1,800. **Post meeting the Clerk confirmed that the original quote included concrete posts and gravel boards.**
- Iron works on roundabout – Cllr P Quinn obtained a quote from Black Country Metal Works for a "Perseus" Black & Gold Hexagonal Iron Tree Guard in the sum of £325.99. It was agreed for the Clerk to order the guard.
- Removal of fence around plot on left hand side of burial ground. It was agreed the Clerk will send a final letter, by recorded delivery, requesting the fencing is removed by a set date; there will also be the offer by the burial ground committee to remove the fence and the family can collect the fence at a pre-arranged time. If the fence is not removed by the date stipulated in the letter the burial ground committee will remove and dispose of.

6. **Burial Ground Registration**

Cllr Giles will follow up with the solicitors.

7. **Burial Ground Tender**

Tenders to 7 organisations 2 have refused to quote.

8. **Burial Account**

Receipts and Payments schedule which had been circulated was noted.

9. **Future Works**

- Planting of lavender
- Installation of iron fencing
- Repair of fence at burial ground
- Installation of bin store
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Working Party date – 15th March

Meeting closed at 19:10

Date of next meeting will be held on Tuesday 18th March 2025 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