



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 March 2025 at 6:00pm

Cllr Denize Wallace – Chairman (arrived at 18:10)

Cllr Louise Kirk – (part meeting) Chairman

Cllr Jean Inker

Cllr Peter Giles

Mrs Maureen Gibbins
Clerk & RFO to Oxted Parish Council

MINUTES

1. **Apologies for absence:**
Cllrs Peter Quinn
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.**
 - Bin store to be reviewed
 - Moss on circular path to be cleared
 - Rose beds are not flourishing so maybe plant some more
 - Benches require cleaning and treatment
 - General tidy up of fallen branches
 - Fence on far plot to be removed
 - Tarmac roadway is breaking up
 - Drains by entrance require clearing
 - Plot 679 – fence to be removed
 - Stream to be cleared
 - Branches still in hedge to be cleared
 - Pile of bracken on a plot to be removed
 - Pile of branches at far RHS of burial ground to be cleared
 - Daffodils to be planted in area by car park
5. **Burial Ground**
 - Planting of roundabout – lavender can be purchased at cost price; to be planted in April. The Clerk will draft a Flyer for notice boards and social media. 12th April 2025.
 - Community Service support to be deferred to next meeting.
 - Renewal of gravel in GoR – date awaited for works to be undertaken.

6. **Burial Ground Registration**
 - Cllr Giles following up.
7. **Burial Ground Tender**
 - Tender and Tender Process

The process was discussed, and it was agreed the process will be updated for the next Tender process in 2028.

The Clerk will prepare a spreadsheet of the Tenders which have been submitted and circulate to the Committee and Full Council.
8. **Burial Account**

Receipts and Payments schedule was noted
9. **Future Works**
 - Planting of lavender

Councillors will meet at 5.30pm at the burial ground for an inspection of the grounds.

Date of next meeting will be held on Tuesday 27th May 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