



OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,
held at Oxted Community Hall on Tuesday 22nd July 2025 at 6:00pm,

Cllr Peter Quinn – Chairman
Cllr Dhani Blackwell
Cllr Denize Wallace
Cllr Jean Inker

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.**
 - Willow branches have broken. The Clerk confirmed the tree surgeon has been contacted. The Clerk will also review the previous tree survey to identify if any works are due.
 - Tree by bench
 - Stream clearance
 - Low hanging branch by GoR to be addressed by maintenance team.
 - Tree by far end of burial ground to be assessed.
 - Benches need cleaning and treating
 - Sinking plots and memorials
5. **Burial Ground**
 - Planting of roundabout – deferred until ground is more manageable.
 - Renewal of gravel in GoR - ongoing
6. **Burial Ground Registration**
 - Title deeds are to be registered. Clerk will follow up with solicitor and, if no response, will request refund of funds already paid and will seek an alternative solicitor.
7. **Burial Ground Fees**
Fees last reviewed in 2023. The Clerk will draft a schedule of fees for other burial grounds for comparison to the OPC fees.
Consideration was given to possible selling plots in advance of being required.

8. **Burial Ground Tender**
- Tender and Tender Process document. Cllr P Quinn confirmed he has been reviewing the Tender document and will update and circulate prior to the September Burial Committee meeting.
9. **Burial Account**
- Receipts and Payments schedule had been previously circulated. The Clerk confirmed the income had increased in the intervening period since the agenda was published.
10. **Future Works**
- Tree works**
- Tree survey – any recommendations for works to be undertaken**
- Tarmac works on the roadway**

Meeting closed at 18:40

Date of next meeting will be held on Tuesday 23rd September 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