



OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,
held at Oxted Community Hall on Tuesday 23rd September 2025 at 6:00pm

Cllr Peter Quinn – Chairman
Cllr Denize Wallace
Cllr Jean Inker

Mrs Maureen Gibbins
Clerk & RFO to Oxted Parish Council

MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.
Cllr Dhani Blackwell
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 in attendance.
4. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**
 - Rose garden needs weeding
 - Moss treatment on footpath to circular bench
 - Garden of Remembrance plot needs tidying and reducing in size
 - Tree at top of Garden of Remembrance needs to be relocated and plants removed to burial plot.
 - Plaque to be cleaned for Garden of Remembrance
 - Gravel needs to be replaced – Clerk to request date when this will be undertaken
 - Benches need to be cleaned
 - Low hanging branch at top of Garden of Remembrance needs to be removed
5. **Burial Ground**
 - Planting of roundabout – defer the planting until March 2026.
 - Renewal of gravel in GoR – Clerk to follow up
6. **Burial Ground Registration**

The Clerk has followed up with Baldwin and Robinson and although a new solicitor was allocated to the case an update has not been provide.
The Clerk will contact Morr & Co LLP also based in Oxted.
7. **Burial Ground Fees**
 - Review of burial ground fees – Cllr Quinn proposed that fees be raised, and it was AGREED 2:1 to propose an increase of 2.5% on the OPC burial ground fees.

8. **Burial Ground Tender**

- Tender and Tender Process document – It was AGREED Cllr Inker will redraft the document and provide to the Clerk within 2 weeks from this meeting.

9. **Burial Account**

Receipts and Payments schedule which had been previously circulated was reviewed.

A discussion ensued regarding the current level of income and the attitude of individuals to go to Pure Cremation rather than a conventional funeral and burial.

It AGREED this issue needs to be raised at the October Council meeting.

10. **Future Works**

Tree works and survey

Tarmac works – getting quote

Clearing of drain by the willow tree in the burial ground.

Working party date – 25th October 2025 10 – 12

Meeting closed at 1850

Date of next meeting will be held on Tuesday 25th November 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