



## OXTED PARISH COUNCIL - BURIAL GROUND COMMITTEE

Minutes of the meeting of Oxted Parish Council Burial Ground Committee,  
held at Oxted Community Hall on Tuesday 27<sup>th</sup> May 2025 at 6:00pm

Cllr Peter Quinn - Chairman  
Cllr Denize Wallace  
Cllr Reg Hull - co-opted

Mrs Maureen Gibbins  
Clerk & RFO to Oxted Parish Council

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### MINUTES

1. **Election of Chairman**  
Cllr Wallace nominated Cllr P Quinn  
Cllr Hull seconded the nomination.  
There being no other nominations, Cllr P Quinn was elected Chairman of the Burial Ground Committee.
2. **Election of Vice Chairman**  
Cllr P Quinn nominated Cllr Wallace  
Cllr Hull seconded the nomination  
There being no other nominations, Cllr Wallace was elected Vice Chairman of the Burial Ground Committee.
3. **Apologies for absence:** to receive and accept apologies for absence.  
Cllr Jean Inker
4. **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
5. **Public session:** there were no members of the public present.
6. **Matters arising from the Councillors inspection of the burial ground prior to the meeting.**
  - Bin store being used for flytipping
  - Willow tree needs cutting back at entrance
  - Rose garden needs weeding
  - Cut bin store gate level
  - Stream needs clearing
  - Renewal of gravel in Garden of Remembrance
  - Schneck tree needs pruning

7. **Burial Ground**
- Planting of roundabout – Cllr Wallace reported that the supplier of the lavenders has confirmed that the ground is too hard for the lavender to be planted and that the roundabout needs to be watered on a regular basis. The price quoted for the lavender will be honoured.
  - Community Service support – Cllr P Quinn confirmed that he has followed this up however is not receiving any response and it was agreed to remove this item from the agenda.
  - Cllr Wallace updated the committee regarding the two DofE youngsters who are litter picking in the burial ground. The Clerk raised concern regarding the lack of supervision and lack of provision of documentation for the DofE. Cllr Wallace will follow up with the staff member at Oxted School.
  - The Clerk also raised the issue of insurance cover for the youngsters as they are not being supervised and thus will not be covered by the OPC PL insurance.
8. **Burial Ground Registration**
- Clerk will follow up with the firm of solicitors.
9. **Burial Ground Tender**
- Tender and Tender Process. There was discussion regarding the process which had been undertaken, the clarity of the process and the limited number of responses. It was AGREED there is no legitimate reason to retender.
  - The status of the maintenance of the yew hedge and grass area around the Master Park memorial was discussed. The Clerk will contact the Chairman of Master Park for clarity regarding their offer for the Master Park maintenance contractor to maintain the memorial yew hedge and grass area.
  - The Clerk will communicate with the burial ground maintenance contractor and request that they continue until March 2026 and will also highlight the areas of work which the committee are not satisfied with.
  - It was AGREED the contract will be re-tendered in November 2025.
  - Cllr P Quinn agreed to review the current tender document.
10. **Burial Account**
- Receipts and Payments schedule, the document which had been previously circulated was noted.
11. **Future Works**
- Working party date - 28<sup>th</sup> June 10 – 12
- Review of fees – July agenda

**Meeting closed at 19:15**

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Date of next meeting will be held on Tuesday 22<sup>nd</sup> July 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](http://www.oxted-pc.org.uk) Mrs M Gibbins, Parish Clerk, Tel: 07510 226989