

OXTED PARISH COUNCIL

**Minutes of the Full Council Meeting held on Tuesday 13th November 2012 at 7.35pm
in the
Meeting Room, Oxted Community Hall, Church Lane, Oxted.**

Present: Councillors: Mr P Bush (PB)
 Mr T Dillon (TD)
 Mr M Fisher (MF)
 Mrs L Parker (LP)
 Mr S Paterson (SP)
 Mrs D Wallace (DWa)
 Mr D Weightman (DWe)
 Mrs K Weightman (KW)
 Mr P Whitehurst (PW)
 Mr R Wingate (RW)

Parish Clerk: Mrs M Gibbins- Clerk (Clerk)

Item		Action
1	<u>Apologies for Absence:</u> Mrs B Harling, Mrs S Hayward	
2	<u>Declarations of Disclosable Pecuniary Interest</u> The Councillors were not aware of any.	
3	<u>Public session:</u> The Chairman welcomed the local resident to the meeting. The resident raised his concern that the sign to Ellis Road car park obscures the pedestrian view. Clerk to contact TDC requesting the resiting of the sign. The resident was thanked for submitting the report following a rail partnership meeting he attended.	<u>Clerk</u>
4	<u>Minutes of the previous meeting</u> The minutes of the meeting held on 11 th September 2012 had been circulated, and it was resolved: that the minutes be approved.	
5	<u>Queen’s Diamond Jubilee Committee</u> i) The meeting was cancelled due to there being nothing to report. The main bulb planting was not undertaken due to the ground being too hard however 50 bulbs were planted and the pupils from Moorhouse were in attendance. Holland School will help with the planting once a new date is scheduled. Mr R Wingate is investigating the possibility of hiring planting equipment. Mrs L Parker reported that TDC parks are unable to help. Planting date to be confirmed. ii) Mr R Wingate reported that the playground equipment at Master Park appears to be the High Fun Ball Game rather than the Low Fun Ball Game which has been installed in King George memorial field. It had been agreed the play equipment should be all inclusive for young and disabled. Steve Hyder from TDC has confirmed the correct equipment has been supplied however Mrs L	<u>RW</u>

	<p>Parker is contacting Wicksteed, the supplier, to check the sizes.</p> <p>iii) Mr D Weightman raised the subject of the bench from Hurst Green which has now been repaired. The Clerk reported she had spoken with the 'bench man' and he will replace the bench once he receives confirmation of the fitting required. It was confirmed that right angled brackets are required. The Clerk to provide Mr R Wingates contact details for liaison.</p>	<p><u>LP</u></p> <p><u>Clerk</u> <u>RW</u></p>
6	<p><u>Planning Committee:</u></p> <p>i) The minutes of the Planning Committee meetings held on 25th September 2012, 16th October 2012 and 6th November 2012 were approved by that Committee.</p> <p>ii) The minutes of the Planning Committee meetings on 25th September 2012, 16th October 2012 and 6th November 2012 were received by Full Council.</p> <p>iii) General discussion ensued regarding submitting comments when 'large' planning applications are received. It was agreed that in this situation the Clerk would circulate the details to Full Council for comments which would then be circulated to the Planning Committee.</p> <p>iv) Mr S Paterson circulated the email regarding Johnsdale and relevant date of 27th November to the Planning Committee.</p>	<p><u>Clerk</u></p>
7	<p><u>Finance & General Purposes Committee:</u></p> <p>i) The meeting scheduled for 30th October 2012 was not held due to insufficient items for the agenda. A F & GP budget meeting will be held on Tuesday 11th December at 0830 at TDC.</p> <p>ii) Mr M Fisher reported that the government has capped Council expenditure at 2% this does not include Parish Councils although the Parish Councillors considered that a 2% increase in Precept would probably be adequate.</p>	<p><u>F&GP</u> <u>Cttee</u></p>
8	<p><u>Burial Ground Committee:</u></p> <p>i) The minutes of the Burial Ground Committee meeting held on 18th September 2012 were approved by that Committee.</p> <p>ii) The minutes of the Burial Ground Committee meeting held on 18th September 2012 were received by Full Council.</p> <p>iii) It was reported that many compliments have been received regarding the improved condition of the burial site. The Clerk will convey the comments to ProGround who are now maintaining the grounds.</p>	<p><u>Clerk</u></p>
9	<p><u>Staffing Committee:</u></p> <p>i) Mrs L Parker reported that the meeting held on 24th September 2012 was not minuted as the sub-committee met for the sole purpose of agreeing the, previously circulated, contract for the Clerk. All comments submitted to the Chairman by members of the Parish Council had been incorporated. Adoption of the contract was proposed by Mr Martin Fisher and seconded by Mr David Weightman.</p>	
10	<p><u>Chairman's announcements:</u></p> <p>i) Mrs L Parker thanked Mr T Dillon, Mr Paul Whitehurst, Mrs Denize Wallace for laying wreaths on Remembrance Day. Thanks were expressed to Mrs Sue Hayward for cleaning the stone at the Hurst Green Memorial. Mrs L Parker reported she met the gentleman who tidies the memorial at Hurst Green; it was agreed to pay the gentleman £10 for materials.</p> <p>ii) Thanks to Mrs D Wallace for collecting and delivering the Parish wreaths.</p> <p>iii) Discussion ensued regarding the Oxted memorial which is usually maintained by a member of the Royal British Legion but this now appears not be the situation. It was agreed the Clerk will speak with the Legion prior to asking the organisation who maintains the burial ground to incorporate the cleaning in their contract.</p> <p>iv) Mrs L Parker reminded members of the Pre-Christmas drinks that she is hosting</p>	<p><u>Clerk</u></p>

	at her house on Sunday 9 th December from 12.30pm. All are invited, along with partners.	All
11	<p>Clerk's report: on actions taken since the last meeting.</p> <ul style="list-style-type: none"> • The Clerk enquired regarding the bus shelter situation; Mr David Weightman will investigate and report to the Clerk. • Spare copies of Agendas – available to the meeting. • Notice Boards – Councillor contact details and the new Clerk's contact details are now on all notice boards. • JFDI Groundcare – contract terminated, following communication with Mr Martin Fisher and the police. • ProGround appointed on a temporary contract to maintain the burial ground – much improvement to the condition of the grounds. Weekly checking being undertaken by the Clerk. • Attended the SALC Clerk networking day plus the CiLCA Module 7 Session in Pulborough. • Arranged the wreaths for Remembrance Sunday. • Liaised with the Legion and Castle construction regarding the memorial in Old Oxted. • Spoken with Mick (Master Park bench man) and he is happy to secure the bench at Hurst Green Road but requires confirmation how it is to be secured. • Responded to correspondence received. • Dealt with burial ground issues and internments. • Maintained the financial records. • Clerk to confirm position regarding correspondence received from a resident pertaining to the burial site and other issues. • Mrs Denize Wallace raised the issue of an OPC office and it was confirmed that this is for future consideration. • Mrs Karen Weightman expressed her disappointment that OCH charged the full rate for the hire of the premises on 14th September and not the reduced rate as had previously been agreed. • Mr Terry Dillon requested a new bank mandate to ensure more Parish Councillors are able to sign cheques. The Clerk confirmed she has this in hand. 	<p>DWe</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12	<p>Correspondence: FOR INFORMATION</p> <ul style="list-style-type: none"> • Hurst Green News – August, September, October and November 2012 copies passed round at the meeting. • Writers Booked Booklet • Surrey Hills Newsletter • Surrey Playing Fields Association Autumn Magazine • Invitation to 1st Hurst Green HQ opening – replied • Invitation to BlueHouseFestival2012 – replied • Donation towards Old Oxted Memorial from Royal British Legion • Received full list of electors for Oxted North & South <p>FOR ACTION</p> <ul style="list-style-type: none"> • Sussex Community Rail Partnership meeting report • Email from Limpsfield Lawn Tennis Club requesting funding for a defibrillator. It was agreed the Clerk to reply explaining these have been funded in the past and are held by First Response. • Bulb planting to be confirmed. • SCAPTC/NALC subscription confirmation • Burial Meeting 4th December commencing at 1730 at OCH. Committee members 	<p>Clerk</p> <p>Clerk</p> <p>Burial</p>

	to report issues to the Clerk. <ul style="list-style-type: none"> Finance meeting confirmed 11th December at 0830 at TDC 	<u>Members F & GP Members</u>
13	<u>Update on the Renovation of the War Memorial in Old Oxted</u> It was confirmed that the War Memorial was completed and in place for a dedication service on Sunday 11 th November.	
14	<u>Finance</u> i) The Cheque List, as listed in Appendix 2, was approved for payment.	<u>Clerk</u>
16	<u>Parking & Traffic Matters / SCC Highways Matters</u> Mrs L Parker reported that she attended the road show at Morrisons supermarket and reported 5 roads which require attention; Mrs Barbara Harling also attended at a different time and also reported roads which require attention. The issue of the zebra crossing on Station Approach and the bend were considered. It was agreed the Clerk should respond endorsing the principle of the crossing but with reservations regarding the location and confirming that dropped kerbs would also be incorporated for accessibility.	<u>Clerk</u>
17	<u>Matters for inclusion on future agenda</u> This had mistakenly been omitted from the agenda by the Clerk	
	There being no further business to discuss, the Chairman closed the meeting at 9.14pm. The Chairman thanked everyone for attending and wished a Happy Christmas to those not attending the pre drinks at her house.	

CHEQUE LIST - 11.9.12

APPENDIX 2

A) FOR NOTING

Cheque number	Amount	Payee
£		
2005	936.26	David M Johnson
2006	697.98	Maureen B Gibbins
2007	480.00	BDO LLP
2008	175.08	Biffa Waste
2009	3198.38	Low Fun Ball Games
2010	682.36	JFDI Groundcare Service
2011	50.90	Maureen B Gibbins – ink
2012	120.00	Lanacre Tree Surgeon
2013	60.00	SALC – Clerk Training
2014	24.00	OCH – 14/9/12
2015	586.83	Maureen B Gibbins
2016	1000.00	Master Park

B) FOR APPROVAL

Cheque number	Amount	Payee
£		
2017	60.00	British Legion
2018	101.90	Maureen B Gibbins (exp)