

OXTED PARISH COUNCIL

Minutes of the Meeting held on Tuesday 10th January 2012 at 7.30pm in the Meeting Room, Community Hall, Church Lane, Oxted.

Present: Councillors: Mrs B Harling (BH)
Mrs S Hayward (SH)
Mrs L Parker (LP)
Mr S Paterson (SP)
Mrs D Wallace (DWa)
Mr D Weightman (DWe)
Mrs K Weightman (KW)
Mr R Wingate (RW)

Parish Clerk: Mrs D Marshall
In attendance: 2 members of the public
Paul Dashwood & Brian Taylor, Oxted Chamber of Commerce

Opening Prayers led by Mr D Weightman

Item		Action
1	<p><u>Apologies for absence</u> Apologies for absence were received and accepted from Mr A Deane, who was in Australia; Mr T Dillon and Mr M Fisher, who were on holiday; and Mr P Whitehurst, who had another engagement.</p>	
2	<p><u>Declarations of Interest</u> No declarations of interest were made. David Weightman advised Councillors that he had a declaration to make regarding part of part II of the meeting, and would make it at that point.</p>	
3	<p><u>Minutes of the previous meeting</u> The minutes of the meeting held on 13th December 2011 had been circulated, and it was resolved: that the minutes be approved.</p>	
4	<p><u>Oxted Chamber of Commerce</u> 4.1 The Chair welcomed Paul Dashwood and Brian Taylor from Oxted Chamber of Commerce (OCC). 4.2 Paul advised Councillors that OCC has approximately 60 members, half of whom are businesses. £50 annual membership. Run by a committee of nine members, through monthly meetings, to provide a forum for local businesses. Oxted remains a vibrant community and OCC works hard to ensure it remains so. 4.3 In 2011, OCC raised a petition of 9,000 signatures against the Pay and Display proposals. Currently exploring the idea of "Rent a Drive" to ease parking issues. OCC set up a Shop Watch Scheme to link shops with each other, and the police, via</p>	

	<p>radio, to help prevent shoplifting. OCC organizes the Late Night Christmas Shopping Festival each year, which is very popular, and raises money for local charities. The Christmas Lights are provided through donations, and Paul thanked the Parish Council for their contribution to the 2011 lights. OCC has been working with Tandridge District Council, and the Parish Council, to improve the bad weather plan for Oxted, and will provide the manpower to grit Station Roads East and West. OCC is discussing the possibility of setting up a Farmers' Market for Oxted.</p> <p>4.4 The gas works during the Autumn caused a real issue for many businesses and OCC were able to negotiate an early completion for them to finish mid-October, however they will return again in February for a further 9 weeks.</p> <p>4.5 OCC would like to brighten up the town with more planting, hanging baskets and street furniture, but this takes time and money. OCC is looking into the possibility of becoming a Business Initiative District so that a levy can be made through the rates that applies to everyone, rather than the voluntary system in operation at the moment.</p> <p>4.6 Councillors were supportive of the work done by OCC, and a discussion followed: Robert Wingate agreed to liaise with OCC regarding Queen's Diamond Jubilee Celebrations in the town. Denize Wallace felt that a visitor sign welcoming people to Oxted would enhance the town. Liz Parker questioned the location for the proposed Farmers' Market - this was intended to be a Saturday market, selling produce and speciality foods, and possibly situated in the TDC car park Stuart Paterson asked whether the Shop Watch radio was manned during the evenings and weekends, as he was aware of issues at Sainsburys on a Friday evening - only if someone is in the office - after hours 999 should be called. Paul confirmed that the OCC had members from both Oxted and Hurst Green, including many business premises, as well s shops. Robert Wingate asked Brian Taylor for a copy of the improving Oxted list, put together following a brainstorm.</p>	
5	<p><u>Public Session</u></p> <p>The Chairman adjourned the meeting to hear comments from members of the public</p> <p>Mr Bristow reported that a tree was blocking the footpath that runs alongside Master Park.</p>	DWe
6	<p><u>Chairman's announcements</u></p> <p>6.1 The Chair advised Councillors that he had written to the landowner in December, regarding the proposals for footpath 106. The landowner had requested further information, and commented that he may put in fences along the footpath to prevent people wandering across his land. Mr Weightman needed to contact Philippa Gates from Surrey County Council to progress matters.</p>	DWe
7	<p><u>Clerk's Report</u></p> <p>7.1 The Clerk reported that she had actioned the items identified at the December meeting, and any matters arising were covered on the agenda or under</p>	

<p>correspondence:</p> <p>7.2 (5.2) The Clerk prepared a draft document reviewing the governance of the Parish Council, and after consultation with Anne Bott from SCAPTC, circulated this, together with supporting policies and procedures, to Councillors.</p> <p>7.3 (6.4) Unfortunately, there has still been no response to the press article regarding the War Memorial in Old Oxted. The Clerk has contacted Laura at the British Legion to discuss the next steps in progressing the project.</p> <p>7.4 (6.6) The Clerk had received thanks from the Chamber of Commerce for the Parish Council's support of the Christmas Lights project.</p> <p>7.5 (6.7) Scott Coughlan from Tandridge District Council (TDC) confirmed that the second gritter had arrived and was now in storage in Station Road West, so that all preparations for bad weather are complete. The Clerk received thanks from both TDC and the Chamber of Commerce for the Parish Council's contribution.</p> <p>7.6 (6.11) The Clerk still awaits a quotation from Baker Brothers for the repair works to the oak leaf motif on the notice board in Hurst Green Road.</p> <p>7.7 (9.3) The Clerk invited Piers Mason to be the guest speaker at the APA, and he has accepted the Parish Council's invitation. A venue and date still need to be finalised.</p> <p>7.8 (11) The Clerk responded to the Chair of Oxted and Limpsfield Residents' Group's request for feedback.</p> <p>7.9 (13.4) The Clerk approached the contractor who had laid the Burial Ground driveway, and he has agreed to provide a quotation for the necessary repairs to the collapsed drain. This was confirmed at £225, and it was resolved for the Clerk to give instruction for the repair. He advised that any products used to remove the moss should state that they are suitable for use on bitumen.</p> <p>7.10 Following the high winds, a large bough fell from one of the trees in the Burial Ground. The Clerk approached a TDC approved contractor, whom the Parish Council has used for tree works previously, to assess the damage and quote for the removal works. The quote to remove the bough was £300, and a further £450 to remove the tree. This was agreed via email/telephone, by the majority of Councillors. As four Councillors were on holiday or overseas, this proved to be a very difficult and time consuming task. It is usual for Standing Orders to delegate to the Clerk decisions of an urgent nature, and the Clerk suggested that this should be reviewed urgently.</p>	DM
<p>8</p> <p><u>Correspondence -appendix 1</u></p> <p>Councillors were advised of items of correspondence received, as detailed on the list of correspondence (appendix 1):</p> <p>For information:</p> <ol style="list-style-type: none"> 1. An electronic copy of the register of electors. 2. Surrey County Council, "Writers Booked" leaflets. <p>Barbara Harling apologised to the Parish Council that the date advertised for the Parish Council meeting in the Hurst Green News was incorrect.</p>	

9	<p><u>Commemoration of the Queen's Diamond Jubilee</u></p> <p>9.1 Robert Wingate had produced and circulated terms of reference for the Queen's Diamond Jubilee Working Party (QDJWP).</p> <p>9.2 The QDJ WP sought and gained agreement from the Parish Council that the terms of reference are what the Working Party should work to achieve.</p> <p>9.3 The main focus will be a community celebration, Picnic in the Park, held over the Jubilee weekend. The extent of commemorative activities, which are likely to be delivered at various times in 2012 from May onwards, is dependent on how big a programme the Parish Council is prepared to sustain.</p> <p>9.4 It is the intention of the QDJWP to represent a full costing document to the February Parish Council meeting.</p> <p>9.5 The Chair thanked the QDJWP for all their hard work, and suggested that the entire workload should not be the responsibility of the QDJWP, and that they should come back to full Council if help is required.</p> <p>9.6 The issue of ongoing insurance costs was raised by Barbara Harling, and Sue Hayward confirmed that this had been considered, and would be addressed.</p>	RW				
10	<p><u>Annual Parish Assembly</u></p> <p>10.1 The Clerk confirmed that the Parish Council preferred venue for the Annual Parish Assembly, the Community Hall, was not available. Both the Red Cross Hall, and two of the halls at Oxted School were available. The Red Cross do not allow alcohol to be consumed on site. Councillors asked the Clerk to book the Red Cross Hall for Monday 23rd April.</p> <p>10.2 The Clerk confirmed that Piers Mason had agreed to be the main speaker.</p>	DM				
11	<p><u>Planning</u></p> <p>David Weightman informed Councillors that he had been advised to declare a personal, but not prejudicial interest, before each planning session in future.</p> <p style="text-align: center;">APPLICATIONS ACKNOWLEDGED AS VALID 12th – 16th December 2011</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><i>Application Number</i></td> <td style="width: 50%; vertical-align: top;"><i>Case Officer</i></td> </tr> <tr> <td>TA/2011/1555</td> <td>Ms A Song</td> </tr> </table> <p>Removal of existing 18.0m Vodafone monopole. Installation of 14.6m monopole with 3 antennas (overall height 17.8m). Erection of additional equipment cabinet within existing compound at base of monopole.</p> <p>Oxted Railway Station, Station approach, Oxted, Surrey, RH8 9EU</p> <p>No comment, but concerned that health and safety standards are met.</p>	<i>Application Number</i>	<i>Case Officer</i>	TA/2011/1555	Ms A Song	
<i>Application Number</i>	<i>Case Officer</i>					
TA/2011/1555	Ms A Song					

APPLICATIONS ACKNOWLEDGED AS VALID
19th - 30th December 2011

Application Number

TA/2011/1499

Demolition of outbuildings, external stairs and canopy. Change of use of the lower and ground floor from retail (Class A1) to residential (Class C3) with provision of rear garden, involving internal and external alterations.

79 High Street, Oxted, Surrey, RH8 9LN

No comment.

Case Officer

Ms V Riddle

APPLICATIONS ACKNOWLEDGED AS VALID
2ND – 6TH January 2012

Application Number

TA/2011/1667

Demolition of double garage. Erection of two storey side extension incorporating integral double garage, two storey extension to front elevation, two storey side and rear extension with basement and balcony.

Westerlea, Rockfield Road, Oxted, RH8 0HA

No comment.

Case Officer

Mr M. Briant

Application Number

TA/2012/8

Variation of condition 2 of permission TA/2011/134 for the "Demolition of sheds. Construction of 2 x 2 bed semi detached dwellings with associated access and parking." to allow a minor amendment involving a single storey rear extension.

Land south of 11B High Street, Oxted, Surrey,

No comment.

Case Officer

Ms V Riddle

Application Number

TA/2011/1670

Demolition of porch. Erection of two storey front extension.

Mollstone Cottage, Red Lane, Limpsfield, RH8 0RS

No comment.

Case Officer

Mr M. Briant

12

Finance

12.1 The Clerk had circulated an email to Councillors from James Honey-Green, JFDI Groundcare Services, requesting payment of half the amount deducted from his November invoice. Councillors discussed in detail what the additional

	<p>payments on the invoice related to, these being for cuts made to the Burial Ground on the 26th October, 3rd November, 9th November and 25th November. The cut on the 25th November had been recommended by the Burial Ground Working Party, agreed by the Parish Council, and written instruction given by the Clerk. David Weightman confirmed that no authorisation had been given for the other three cuts. The Parish Council had already paid for two of these cuts, as a gesture of goodwill, and in recognition that the mild weather had meant that the grass had kept growing. There had been a change in the order of works completed in October, due to the contractor being unable to access the site, but the total works completed remained as per the contract, and the normal payment had been made. It was agreed that an additional payment would not be made. The Clerk was asked to write to the contractor explaining why, and advising that written instruction must be received from the Clerk before any future additional works are undertaken.</p> <p>12.2 A cheque list had been circulated (appendix 2) and was approved:</p> <table border="1" data-bbox="146 777 1331 1081"> <thead> <tr> <th>Cheque number</th> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>1886</td> <td>£170.30</td> <td>HM Customs & Revenue (NI & Tax Jan)</td> </tr> <tr> <td>1887</td> <td>£892.70</td> <td>D Marshall (Clerk's salary Jan, including hol pay)</td> </tr> <tr> <td>1888</td> <td>£229.32</td> <td>SCC (Jan pension contribution)</td> </tr> <tr> <td>1889</td> <td>£337.00</td> <td>JFDI Groundcare Services (BG maintenance)</td> </tr> <tr> <td>1890</td> <td>£ 57.60</td> <td>Westerham Parish Council (photocopying)</td> </tr> <tr> <td>1891</td> <td>£ 85.20</td> <td>D Marshall (Clerk's expenses)</td> </tr> </tbody> </table> <p>12.3 It was proposed that the precept remained the same. Karen Weightman expressed concern that if the Parish Council agreed to form committees, as recommended in the Clerk's Review of Governance, this would have cost implications for the forthcoming year, such as additional meeting room hire, and Clerk time. The Clerk commented that she felt the increase in costs would be minimal, and that Parish Council reserves were high. Robert Wingate felt that any increase in costs would not cause a deficit, as finances were healthy. Liz Parker felt that the Parish Council should remain in line with both the District and County Councils, who were not increasing taxes. After some discussion, it was resolved to maintain the precept for 2012/13, at the same level as 2011/12 i.e. £26,500. Clerk to advise TDC.</p>	Cheque number	Amount	Payee	1886	£170.30	HM Customs & Revenue (NI & Tax Jan)	1887	£892.70	D Marshall (Clerk's salary Jan, including hol pay)	1888	£229.32	SCC (Jan pension contribution)	1889	£337.00	JFDI Groundcare Services (BG maintenance)	1890	£ 57.60	Westerham Parish Council (photocopying)	1891	£ 85.20	D Marshall (Clerk's expenses)
Cheque number	Amount	Payee																				
1886	£170.30	HM Customs & Revenue (NI & Tax Jan)																				
1887	£892.70	D Marshall (Clerk's salary Jan, including hol pay)																				
1888	£229.32	SCC (Jan pension contribution)																				
1889	£337.00	JFDI Groundcare Services (BG maintenance)																				
1890	£ 57.60	Westerham Parish Council (photocopying)																				
1891	£ 85.20	D Marshall (Clerk's expenses)																				
<p>13</p>	<p><u>Burial Ground and War Memorials</u></p> <p>13.1 David Weightman advised Councillors that the Burial Ground contractor had provided quotes for a number of jobs that had been identified. It was agreed that the Clerk should give authorisation for some of the items specified in the contract, under "occasional" works, to be undertaken, such as: raising the lower orders of the trees, cutting Stony Field margin, cutting the stream & hedge, clearing the debris in the stream, drain clearance, and works to the North West Corner.</p> <p>13.2 David Weightman proposed that the remaining works should be placed on the February agenda for discussion and agreement.</p> <p>13.3 Barbara Harling was concerned that both the stream and culvert were blocked,</p>																					

	<p>which could lead to flooding. Liz Parker said she had been advised that there was flooding by a parishioner, but on attendance at the Burial Ground she could find no evidence. Hopefully the clearance works approved may alleviate the situation.</p> <p>13.4 Barbara Harling suggested that Nick Dance should be thanked for his clearance of the tree in the Burial Ground - the work had been completed quickly, and very tidily. BH removed the memorial plaque to Princess Diana and Dodi Fayed from the roundabout, as unfortunately this had been damaged by the fallen tree bough. Clerk to seek a quotation for a replacement.</p> <p>13.5 It was noted that the bin was full again, and had clearly not been emptied for some time, although the Clerk had not received notification of any abortive calls from BIFFA. The parking issues were ongoing, and they may well have been unable to gain access - Clerk to investigate.</p> <p>13.6 The parking issues were also likely to affect access for funerals, and the Clerk would need to make Councillors and the police aware when funerals are booked in, so that everything possible can be done to keep a clear access route.</p>	<p>DM</p> <p>DM</p> <p>DM</p>
14	<p><u>Council property</u></p> <p>14.1 A quotation from Baker Brothers for the repair of Liz Parker's oak leaf motif on her notice board was still awaited. The repair to Karen Weightman's notice board in Gordon's Way had not been completed. The Clerk to chase both up.</p> <p>14.2 Both Barbara Harling and Karen Weightman's notice boards would benefit from a softer surfacing, such as sundela. David Weightman to advise on the product.</p> <p>14.2 It was noted that the Parish Council website needs some updating. Sue Hayward is currently the web mistress, and intends to train the Clerk, in order to hand this responsibility over.</p>	<p>DM</p> <p>DWe</p> <p>SH/DM</p>
15	<p><u>Parking and traffic matters</u></p> <p>15.1 The parking at the bottom of Church Lane is causing ongoing issues. More meetings seem to be being held at Langley House, which is causing there to be both more staff and visitors. Councillors expressed concern at the period of time it would take to change the traffic order, and secure further yellow lining. Several parked vehicles had had their wing mirrors knocked off, and a near miss had been experienced with an elderly patient getting out of a parked car. The Clerk was asked to write to Nick Skellett, advising him of the change in circumstances, and Councillors concern that the road should be treated as a priority before there is a fatality. Also requesting an onsite meeting with Councillors, Nick Skellett and local police.</p> <p>15.2 Barbara Harling advised Councillors that the Belisha Beacon outside Whites was still not working, despite being reported. She also reported that the footpath in front of Petra Cycles remained extremely uneven, and was a trip hazard. The Clerk was asked to investigate whose responsibility this was, and then to write requesting repair.</p>	<p>DM</p> <p>DM</p>

16	<p><u>Matters for inclusion on future agenda</u></p> <p>(i) An update on arrangements for the Annual Parish Assembly. (ii) An update from the Queen’s Diamond Jubilee Working Party. (iii) Agree membership of Committees. (iv) Approve and adopt Standing Orders. (v) Formally sign the Grievance and Disciplinary Procedures. (vi) Burial Ground works for consideration and authorisation.</p> <p>There being no further business to discuss, the Chairman closed the meeting at 9.40pm.</p>	
	<p>Part II of the meeting was closed to members of the public and press.</p> <p>1.1 Standing Orders - the Clerk was asked to work through the NALC model standing orders, personalising them for Oxted Parish Council, and then distribute to Councillors for consideration.</p> <p>1.2 Committees – the Chair advised Councillors, that following advice from Anne Bott (SCAPTC), it is recommended that the Parish Council forms committees. The Chair felt that the detail did not need to be discussed at this point. He proposed that the recommendations on committee structure, in the report from the Clerk on Parish Council Governance, could be adopted in their entirety. This was agreed, and it was resolved to form committees. The Chair asked Councillors to inform the Clerk of which committee(s) they would prefer to sit on, so that the committees can be formed at the February meeting.</p> <p>1.3 Grievance Procedure – it was resolved to adopt the NALC model Grievance Procedure. The Clerk was asked to modify the document, to personalise it for Oxted Parish Council, for formal signature at the February meeting.</p> <p>1.4 Disciplinary Procedure - it was resolved to adopt the NALC model Disciplinary Procedure. The Clerk was asked to modify the document, to personalise it for Oxted Parish Council, for formal signature at the February meeting.</p> <p>10.20pm - <i>Mr and Mrs Weightman declared a personal and prejudicial interest, and withdrew from the meeting. The Clerk also left the meeting at this point.</i></p> <p>A Staffing Committee was formed consisting of the following Councillors: Liz Parker, Martin Fisher, Barbara Harling, Sue Haywood, Denize Wallace and Robert Wingate. It was agreed they meet informally on Monday 23 January at 8.30am, venue to be advised.</p>	<p>DM</p> <p>ALL</p> <p>DM</p> <p>DM</p>