



# **Oxted Parish Council Annual Parish Assembly**

**AT**

**OXTED COMMUNITY HALL**

**MONDAY 7TH APRIL 2014, 8PM**



# CHAIRMAN'S REPORT

A very warm welcome to all Parishioners and guests here tonight and thank you for coming. I thank all my fellow Councillors for their hard work and assistance during this past year that I have had the privilege of serving as Chairman.

My very sincere gratitude to the hard work our Clerk, Mrs. Maureen Gibbins, has put in over the last year, it is greatly appreciated by all. She has even encouraged us to produce a Newsletter which has been distributed throughout Oxted. I am sure at times she felt it was like pushing water uphill, but she did achieve her goal.

As reported last year, we embarked on a new Committee system instead of holding monthly Council meetings. After a year of running this system we decided to have a review to ascertain whether it was actually necessary to run so many committees. We have now decided to reduce our meetings to just the bi-monthly Council meetings, Planning meetings every three weeks and Burial Ground meetings of approximately four a year. Other committees will be included in the full council meetings as required. We believe this will be a more efficient way to proceed and includes a cut in expenditure.

All Council and committee meetings are held in public and members of the public are most welcome to attend. Meetings are advertised on our Notice Boards in advance of such meetings.

We have sadly lost one of our Councillors during the year, Peter Bush, who is greatly missed. A by-election was held earlier this year and we welcomed Stephen Blunden to our ranks and hope he enjoys his work as a parish councillor.

Thank you all for attending this evening.

*Karen Weightman*

*Chairman*

*Oxted Parish Council 2013-14*

# **OXTED PARISH COUNCIL BURIAL GROUND COMMITTEE REPORT**

**Committee Members : David Weightman, Barbara Harling, Liz Parker, Denize Wallace,  
Karen Weightman**

The weather during the last year has meant that the Parish Council has had an unusual number of trees and boughs come down in the burial ground. This has been a challenge especially for the Clerk, Maureen Gibbins, who has the responsibility of making sure that the burial ground remains available and safe for burials, interments of cremated remains and visitors. This has been achieved but there has been a cost. There has been an extraordinary expenditure in this respect and this is reflected in the annual accounts.

The Burial Ground Committee has met five times as planned during the year and these meetings are preceded, as far as possible, with a walk around the burial ground. Items noted are then discussed with any others raised with the committee at the meeting. Work and projects are ongoing within the constraints of the budget agreed by the Parish Council.

The Council's maintenance contractor has kept the Burial Ground in good order with the Clerk making regular visits to ensure that the contract is being fulfilled. Most of the comments received have been very complimentary.

The Burial Ground income is always variable. In the last year income has been much lower than usual and has meant, with the cost of exceptional items, including but not limited to the clearance of fallen trees and boughs outlined above, expenditure has more than ever outweighed income.

The Burial Ground Regulations have been thoroughly reviewed and were adopted last July. The Burial Ground Fees were also reviewed and adopted at the same time.

As always, The Burial Ground Committee, on behalf of the Council, trust that those who visit the Burial Ground will find it an attractive and tranquil memorial to those whose lives are remembered there.

*David Weightman*

# FINANCE REPORT

**Committee Members: Terry Dillon, Martin Fisher, David Weightman, Robert Wingate,  
Paul Whitehurst**

Once again we are pleased to report that Oxted Parish Council has one of the lowest parish rates of all parish councils in Tandridge. The cost to the band D tax payer in 2014/15 will be £5.67.

In spite of this low level of charge on the local taxpayer the Parish Council will be able to maintain its support to Master Park, and many other local organisations through Grant Aid, and continue to maintain the Oxted Parish Burial Ground as a pleasant and peaceful environment.

This year has been a financially challenging year for the Council. The storms over the winter caused a significant increase in cost in the burial ground and unfortunately income was down substantially. Following the sad death of a Member, Peter Bush, we also had unplanned election expenses. However, we still found money to support the Chamber of Trade with its Christmas lights and carry out routine maintenance & repairs.

As we have only just reached the end of the current financial year, these are draft accounts for the year to March 2014 which are subject to audit.

*Martin Fisher*

	2010/11	2011/12	2012/13	2013/14
	Audited	Audited	Audited	Draft
INCOME	£	£	£	£
Precept (charge on Council Tax)	26,500	26,500	26,500	27,000
Burial Ground	14,780	26,930	20,220	16,000
Interest	17	15	15	13
<b>TOTAL</b>	<b>41,297</b>	<b>53,445</b>	<b>46,735</b>	<b>43,013</b>
EXPENDITURE				
Administration	17,102	19,253	25,013	20,500
Elections	-	5,593	2,448	4,100
Grant Aid	4,000	3,484	4,000	4,000
Master Park	4,000	4,000	4,000	4,000
Burial Ground				
- Routine	8,421	9,951	9,743	11,564
- Non-essential	3,738	3,370	545	12,954
Notice Boards	-	460	-	706
Maintenance	1,181	1,650	-	852
Special Items	-	3,675	5,464	1,320
<b>TOTAL</b>	<b>38,442</b>	<b>51,436</b>	<b>51,213</b>	<b>59,996</b>
<b>MOVEMENT IN RESERVES</b>	<b>2,855</b>	<b>2,009</b>	<b>(4,478)</b>	<b>(16,983)</b>

## BALANCE SHEET

### Cash

-Current account	6,865	10,871	4,033	3,982
-Deposit account	29,905	28,421	31,224	16,237
	36,770	39,292	35,257	20,219
Debtors (money due to us)	3,251	2,788	2,345	4,500
Creditors (money we owe)	-300	-350	-350	-4,450
<b>TOTAL RESERVES</b>	<b>39,721</b>	<b>41,730</b>	<b>37,252</b>	<b>20,269</b>

# PLANNING COMMITTEE REPORT

**Committee Members: Denize Wallace, Stuart Paterson, Liz Parker,  
Karen Weightman.**

Since my last report to you in April last year we have noticed even more, how the changes in the law in 2012 is making it easier for householders to add extra space, either by converting lofts or by adding that extra room downstairs for the teenagers to hang out in. These sort of planning applications do not present too much of a challenge especially as now some decisions are left to the neighbours. However, the planning committee of OPC continue to protect the green belt for the benefit of our community and our future generation.

Each member of the committee has been an Oxted resident for a great number of years and all are very well acquainted with the area and its residents. Therefore, our role to comment on applications are duly considered and taken in to account by TDC. We do not however have the deciding vote.

The Planning Committee meets every three weeks. If you are interested and would like to attend any of our meetings, an Agenda with a full list of applications are on our newly refurbished Notice Boards.

We look forward to welcoming you

*Denize Wallace*

# **STAFFING COMMITTEE REPORT**

Oxted Parish Council had a Staffing Committee, made up of four Councillors. The functions of this committee were to:

Deal with any staffing matters

Recruitment

Producing Contracts of Employment and Job Descriptions

Staff Appraisals

Clerk's Remuneration

We normally met once a year with our Clerk, Maureen Gibbins, to perform her Staff Appraisal and review her salary. However, Staffing issues are now dealt with under Part 2 of a Full Council meeting when necessary.

On behalf of OPC, I express my thanks to Maureen for the excellent support she gives us. It is a real pleasure to work with her.

My thanks also go to SCAPTC (Surrey County Association of Parish and Town Councils) for their support and guidance, which is always available when required.

*Liz Parker*

# GRANT AID REPORT

**Committee Members: Karen Weightman, Denize Wallace, Barbara Harling,  
Stuart Paterson, Peter Bush**

Oxted Parish Council Grant Aid Committee meets once a year to consider grant aid applications received at the beginning of May from local charities, clubs and other local organisations.

The criteria for applicants are that they must serve the Parish of Oxted. Applicants must complete the appropriate application form and this should be submitted with their most recent set of accounts by the due date. We also prefer to fund specific projects rather than just contribute to the running costs of the organisation.

For the year 2013/14 we had a committee of five parish councillors who discussed the applications and their recommendations were put before the F&GP meeting for approval.

Each application is considered individually and councillors give a score of up to 5 points per application. Any councillor who declares an interest is not permitted to discuss the application or award a score. If a councillor declares an interest, the remaining councillors' total score is divided to give a mean average, then that mean average score is added to the final total.

We received ten applications for consideration of which seven were successful.

The grant aid awards are as detailed below:

Oxted Guide Hut	£800.00
Age Concern Oxted, Limpsfield & District	£500.00
St. Mary's Oxted Parochial Church Council	£400.00
St. Catherine's Hospice	£400.00
Oxted Young Persons Theatre (OYPT)	£500.00
Oxted Citizens Advice Bureau	£400.00
Matthew's Friends	£1,000.00

*Karen Weightman*

# **REPORT ON PARISH COUNCIL LIAISON WITH SURREY POLICE**

Oxted Parish Council's relationship with Surrey Police is extremely good, and many Councillors attend the Police Panel Meetings held in Oxted South.

However, the public are able to speak with neighbourhood police officers at the Surrey Police Mobile Front Counter outside Oxted Railway Station every Thursday between 12.30 - 14.30 hours. At this time and location there is a great opportunity to speak to your team about concerns about the area or to speak to them for advice on a range of Crime Prevention themes. Please do use the facility, even if it is just to stop by for a chat.

The Police Panel Meetings in Oxted South, held at Hurst Green Community Centre, Oak Close, Hurst Green from 20.00 - 21.00 hours, are as follows:

Tuesday April 8<sup>th</sup>

Tuesday June 10<sup>th</sup>

Tuesday August 12<sup>th</sup>

Tuesday October 14<sup>th</sup>

Tuesday December 9<sup>th</sup>

Our Local Officers continue to give up their time to visit the Mighty Oaks Youth Club in Hurst Green, which caters for 10 - 13 year olds. These visits have been much appreciated by the youngsters, who enjoy challenging the officers to the many activities on offer, such as table tennis, pool, etc. The Club recently celebrated its second birthday with a party and disco attended by several Councillors.

I would also like to thank Surrey Police for taking the time to monitor the situation regarding parking around schools in the area. Unfortunately, this is an on-going problem, but visits and advice given by our Local Officers are very much welcomed by the Headteachers.

## **LOCAL OFFICERS:**

PC Tristan Barnett: ID: 40123 Phone: 101

Email: [tandridge@surrey.police.uk](mailto:tandridge@surrey.police.uk)

PC Michael Gavin: ID: 40467 Phone: 101

Email: [tandridge@surrey.police.uk](mailto:tandridge@surrey.police.uk)

PCSO Hermione Pilbrow: ID: 12875: Phone: 101

Email: [tandridge@surrey.police.uk](mailto:tandridge@surrey.police.uk)

PCSO Rachel Gridley: ID: 13991: Phone: 101

Email: [tandridge@surrey.police.uk](mailto:tandridge@surrey.police.uk)

For further updates, please visit Surrey Police (Tandridge) web-site:

[www.surrey.police.uk/my-neighbourhood/tandridge](http://www.surrey.police.uk/my-neighbourhood/tandridge) where you will find information covering the Oxted area.

*Liz Parker*

# **OXTED UNITED CHARITIES**

**Registered No: 200056**

**Oxted United Charities 2013/2014**

The Charity provides help to the poor, sick and elderly in the Ancient Parish of Oxted, that is Oxted and Hurst Green. Our main source of income is the Henry Smith Charity, although small amounts are received from a number of other charities. Henry Smith was a salter in the City of London in the late 16<sup>th</sup> /early 17<sup>th</sup> Century and, in 1628, he first endowed the Ancient Parish of Oxted with income from a farm at Worth to the value of £15 a year.

Throughout the past year we have continued to assist the poor, sick and elderly in the Parish by making grants of cash and issuing vouchers for goods.

We commenced the year with a cash balance of £5067.99, received income of £5463.02 and made payments of £7106.17. As at our Financial Year End (28<sup>th</sup> February 2014) there was a cash balance of £3424.84. We issued 71 Christmas Vouchers to people in Oxted and Hurst Green, and assisted 25 families in need.

During the year we have continued to work with the Link Porter Trust and the Royal Oak Charity Fund to better assist individuals and families in the area. Our thanks go to these organizations for their help.

The Chairman and the Clerk would like to thank their fellow Trustees for all their hard work during the year. Additionally we thank the retail outlets in Oxted and Hurst Green for their courtesy in accepting our vouchers and dealing with them so efficiently. Donations and bequests to the Charity are always gratefully received.

Trustees: Chris Berry - Clerk (714553) Mrs Vi Lea (717749)

Mrs Gill Fairs (713188)

Mrs Anne Pullar-Strecker (730883)

Mrs Barbara Harling (723034) The Rev'd Prof Mary Seller (Chairman)(715675)

# MASTER PARK MANAGEMENT COMMITTEE

## Stewardship Review for the year 2013

### Overview

- 1 The land forming Master Park was donated by Charles Hoskins Master in 1923 to be held in trust for the recreation and amusement of the residents of Oxted, Limpsfield and Hurst Green. The park is a registered charity. It is not a local authority provided facility and does not come under the control of the County, District or Parish Council. Financial administration and maintenance of the park is undertaken by volunteers of the Master Park Management Committee (MPMC). Money to maintain the park is raised by charging the sports clubs, fairs and events, and from donors.
- 2 The Annual General Meeting of the charity is held in July of each year and all residents of Oxted and Limpsfield of 18 years and more are entitled to attend and vote. At the 2013 Annual General Meeting the Chairman gave a PowerPoint presentation summarising the results for the year and placed on record the thanks of MPMC to the many benefactors who contributed to the maintenance of the park. Details of the benefactors can be found on our website ([www.yourmasterpark.co.uk](http://www.yourmasterpark.co.uk)).

### Activities

- 3 The Tennis, Cricket and Football clubs continue to use the park regularly. Oxted and Limpsfield Cricket Club (OLCC) run senior Saturday and Sunday elevens and weekday junior cricket. Oxted and District Football Club first and second XI play in local leagues and an increasing number of young players are joining the club. Other events on the park during the year included the annual carnival organised by the Oxted Carnival Committee; the Donkey Derby and Bike Sales organised by the 1<sup>st</sup> Oxted Scouts; a visit by the fun fair; a car boot sale organised by Titsey Rotary Club. and the Real Ale Festival organised by Oxted and Limpsfield Cricket Club.

### Communications

- 4 The annual Master Park Newsletter was published once more in 2013 and widely distributed. The Master Park website ([www.yourmasterpark.co.uk](http://www.yourmasterpark.co.uk)) has been updated. A dialogue is maintained with local police to help reduce anti-social behaviour, underage drinking, graffiti and vandalism.

### Funding

- 5 At the Annual General Meeting the Treasurer noted that the regular income is some £4,000 less than average annual running costs. He thanked the beneficiaries, including the Friends of Master Park who make regular subscriptions or annual donations. The estimated cost of major maintenance still needed in the Park is £36,000, but £75,000 of major maintenance has been done since 2006. MPMC is indebted to Tandridge District Council for

arranging grass cutting of the main area of the park; to Oxted Parish Council for grant aid towards the emptying of litter bins and the cutting grass and hedges.

- 6 To help bridge the gap between regular income and running costs, MPMC organised an appeal for new contributing Friends of Master Park. Leaflets were distributed house to house by youth volunteers from "The Challenge" and leaflets were also inserted in the copies of The County Border News delivered in the town. The result was 55 new Friends and £3,000 of additional income. There are now some 200 regular contributors, from a total town population of 12,000.

#### Maintenance and Improvements

- 7 Annual routine running costs amount to some £21,000. In addition, major maintenance this year has included pavilion gutter repairs and drainage at the north vehicle entrance. Outstanding works include treatment of the grassed areas, renewed picnic benches and playground maintenance. Litter clearance, graffiti and vandalism are a continual drain on resources so, to help control littering by school children who gather in the park on warm days, MPMC has liaised with Oxted School and pupils have organised litter picking.
- 8 A new funball game was donated and installed by Oxted Parish Council. The cricket club has enquired if a permanent installation of nets might be permitted and the football club may seek agreement for levelling the second pitch.

#### Children's Playground

- 9 The playground continues to prove a real asset to the park and is much used and enjoyed by the younger community. The safety surface will require replacement in the near future and MPMC hopes eventually to be able to augment the playground equipment.

*Henry Webber CBE*  
*Chairman*