

OXTED PARISH COUNCIL

Minutes of the Annual Statutory meeting of Oxted Parish Council held in the
Meeting Room, the Community Hall, Church Lane, Oxted
on Tuesday 13th May 2014 at 7.35pm

Mrs Karen Weightman (KW)
Mrs Denize Wallace (DWa)
Mrs Liz Parker (LP)
Mr Stuart Paterson (SP)
Mr Robert Wingate (RW)
Mr David Weightman (DWe)
Mr Martin Fisher (MF)
Mrs Barbara Harling (BH)
Mr Terry Dillon (TD)

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

MINUTES

1. Election of a Chairman for 2014/15

Cllr Karen Weightman was nominated by Cllr Martin Fisher;
Seconded by Cllr Paul Whitehurst.

Cllr Karen Weightman was elected as Chairman – all agreed.

Cllr Karen Weightman signed the Declaration of Acceptance of Office.

2. Election of a Vice-Chairman for 2014/15

Cllr Paul Whitehurst was nominated by Cllr Liz Parker;
Seconded by Cllr David Weightman

Cllr Paul Whitehurst was elected as Vice-Chairman – all agreed.

Cllr Paul Whitehurst to sign the Declaration of Acceptance of Office on return from holiday.

3. Apologies for absence: to receive and accept apologies for absence.

Cllrs Sue Hayward, Paul Whitehurst and Stephen Blunden

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 prejudicial under the terms of the new 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 a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting. Declarations to be undated.*

Cllrs Martin Fisher and David Weightman personal interest in St Mary's grant aid application
Cllr Liz Parker personal interest in the Mighty Oaks and Age Concern grant aid application
Cllr Robert Wingate personal interest in The Bluehouse Festival grant aid application

Cllr Barbara Harling personal interest in the Mighty Oaks, Age Concern and Orpheus Centre grant aid applications.

Cllrs Robert Wingate and Stuart Paterson personal interest in the Oxted Young Persons Theatre grant aid application.

Cllr Martin Fisher declared a pecuniary interest in the Zurich Insurance item.

5. **Public session:** *a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes.*
A resident attended the meeting and reported the overgrown hedge by 53b Bluehouse Lane.
Action: Clerk to contact the letting agent.

6. **Minutes:** The Minutes of Full Council meeting held on 11th March 2014 were approved.
- The Chairman thanked the Council members who attended the burial ground working party and congratulated Cllr Wingate on the telephone find.
 - The newsletter was generally well received and favourable responses and good means of communication. There was one resident who questioned the cost and would have preferred for the money to have been spent on repairing potholes however, it was explained that these are the responsibility of SCC and not the Parish Council.
Clerk to speak with distributors as Sandy Lane and Holland Crescent did not receive the newsletter.
 - The Chairman thanked all the councillors for their help at the Annual Parish Assembly
 - The Flowerbeds outside the sports shop have been replanted.
 - Upkeep of the roundabout is still to be progressed. The kerbs need redoing.
Action: DWe to follow up.

Due to a prior engagement, Cllr David Weightman left the meeting.

- Cllr Harling reported that the notice board in Pollard Oak Road is in urgent need of repair.
Action: Clerk to contact maintenance person to instigate the work urgently
- The Chairman requested volunteers for the Burial and Planning Committees however no new volunteers came forward and the Committee members remain the same. Elections for Committee Chairmen to be undertaken at the first meeting following this Council meeting.

7. **Planning Committee:**
- i) Planning Committee: Council approved the minutes of the Planning Committee meetings held on 11/03/14, 01/04/14 and 22/04/14.
 - ii) Full Council received the minutes of the Planning Committees 11/03/14, 04/04/14 and 22/04/14.
 - iii) Caterham on the Hill planning enquiry – The Chairman had been approached by a member of Woldingham Parish Council regarding a planning application in Caterham on the Hill. Clerk informed the Councillors of the legalities of what was being requested and that the Parish Council would be acting ultra vires. A letter of support of Sam Gymiah's letter dated 21st February was sent to the appeals officer however due to the time delay of meetings, the letter was returned as it was received after the deadline. General discussion ensued. MF opted out of the discussion pertaining to the financial aspect of the request. RW sought clarification of the ultra vires aspect and also expressed concern regarding the timeliness of the approach and subsequent response.

8. Finance

- i) The cheque list, as listed in appendix 2 was agreed. Proposed RW, seconded LP
- ii) End of year accounts which had been previously circulated were briefly explained by MF. A tight control needs to be kept on the burial ground expenditure.
- iii) Business rates and Parish Councils. Sevenoak Town Council circulated an email to all Parish Councils pertaining to the transference of business rates to Parish Councils. MF explained the system and that more money is not available but would be limited in other areas.
- iv) Donations to Master Park. MF confirmed he supports the donations to Master Park however the situation does require annual review. MF proposed that the funding of £4000 annually continues for 2014/15; Seconded by TD. DWa expressed concern about the sum considering that £4000 is the total sum given out in grant aid. It was agreed the position to for reviewed for 2015. It was agreed to keep the funding to Master Park for 2014.

Action: Clerk to request a copy of Master Park Accounts.

9. Burial Ground Committee:

- i) Burial Ground Committee: Council approved the minutes of the BG Committee meeting held on 06/05/2014.
- ii) Full Council received the minutes of the BG Committee 06/05/14.
- iii) Update following extraordinary works. At the request of the Chairman the Clerk updated the Council on the works which have been undertaken at the burial ground viz: relocation of the spoil heap; clearance of the top boundary to allow for the marking out of more plots. There was an additional cost however this will provide the additional spaces required for burials.

10. Grant Aid

To consider and approve the recommendations submitted by the Grant Aid Panel and allocate the funds according to regulation S137.

11 applications were received with total requests exceeding £7k. The spreadsheet had been previously circulated.

The Orpheus Centre requested £1000 and allocated £172. The application stipulated that there are Oxted individuals at the centre.

Art & Gardening Project in Hurst Green requested £900 and allocated £900

Age Concern requested £550 and allocated £550

St Mary's Oxted requested £500 and allocated £172

St Catherine's Hospice requested £400 and allocated £172

Oxted Young Persons Theatre requested £540 and allocated £540

The Woodhouse Centre requested £750 and allocated £750

Oxted Citizens Advice Bureau requested £400 and allocated £400

Matthew's Friends requested £1456 and allocated £172

Oxted Carnival Committee requested £750 and allocated £0

TheBluehouse Festival 2014 requested £600 and allocated £172

General discussion ensued regarding the applications and the difficult decision bearing in mind the number of applications.

Proposed to accept the recommendations LP; Seconded DWa. All agreed

The Chairman thanked DWa for hosting the group discussing the applications.

Action: Clerk to notify all the applicants

11. Chairman's announcements

i) Annual Insurance renewal is due on 12 June.

Action: Clerk to request discount for 3 year contract. Also to email all councillors with current and new quote. Check the level of D & O cover with Zurich.

ii) Approval of internal auditor. The Council approved Alison Hillman as the internal auditor for the current and ensuing year.

iii) Internal audit report. It was agreed the website issue needs to be addressed. The bank reconciliation will be initialed by MF. The report was read and accepted by the Full Council.

iv) Annual return. The Annual return was agreed and signed by the Chairman. Proposed by MF ; Seconded by RW.

v) World War 1 commemorations. BH requested road closures for Hurst Green by the war memorial; general discussion ensued regarding this request however it has always been refused.

Action: Clerk will make an informal request of TDC

An email has been received from TDC regarding WW1 commemorations and the provision of poppies.

Action: Clerk to request a sample of the poppies

vi) Chairman attended the Age Concern AGM. New Treasurer is John Bamford

12. Highways

BH reported that she was delighted with the resurfacing of Pollard Oak Road and Pollard Oak Crescent.

List of issues reported was give to the Clerk by BH

Titsey Hill/Road. There have been a number of fatal accidents on this roadway.

Action: Clerk to write to local committee to enquire as to what action is being taken to mitigate the risks and dangers.

13. Clerk's report: on actions taken since the last meeting. Report was circulated

i) Wolfs Hill – In response to the letter sent by the Clerk, a reply was received from SCC informing that the issues raised will be considered and she will be kept informed of progress and timetable.

ii) Surrey youth small grants is not available to non charitable organizations.

iii) Draft planning procedure. The Chairman, Chairman of Planning and the Clerk will pull together a planning procedure for Oxted Parish Council and will present at the next Council meeting.

14. Correspondence: as listed in Appendix 1 – none received

15. Items for consideration at future meetings

Website

Draft Planning Procedure

Poppies

Part 2 Issue – Councillors attendance at meetings.

Meeting ended at 9:20

Date of the next meeting Tuesday 8th July at 7.35pm

Venue; The Meeting Room, The Community Hall, Church Lane, Oxted

Copies of Parish Council minutes are held by the Clerk and are available on the

Parish Council web-site: www.oxted-pc.org.uk

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