

6	<p><u>Planning Committee:</u></p> <p>i) The minutes of the Planning Committee meetings held on 27/11/12 and 18/12/12 were approved subject to the removal of the TDC decisions listed in the minutes dated 27/11/12.</p> <p>ii) The minutes of the Planning Committee held on 27/11/2012 and 18/12/2012 were received by Full Council.</p>	
7	<p><u>Finance & General Purposes Committee:</u></p> <p>i) The notes of the Budget meeting held on 11/12/12 were approved.</p> <p>ii) The notes of the Budget meeting held on 11/12/12 were received by Full Council.</p> <p>iii) In the absence of Mr T Dillon, Mr M Fisher explained the basis of the Budget for 2013/14. The Precept is currently £26,500 and an increase of 1.87% was recommended raising the Precept to £27,000. Mr M Fisher explained that due to the position with capping of benefits, the increase in council tax to residents may be more than 2%. Administration costs have been high due to the double handover from one Clerk to a Locum Clerk and to a new Clerk, these costs will be lower in the year 2013/14. A new laptop is required by the Clerk and an expenditure of £1000 in the current year was recommended. Burial Ground budget was increased in line with anticipated maintenance expenditure. A figure of £5,000 was recommended for a special project such as youth work or the burial ground. Mr P Bush raised a question regarding the budgeted loss but this was explained by Mr M Fisher in relation to the bank account balances which are not included in the budget figures. Mr M Fisher proposed the 2013/14 budget. Seconded by Mr D Weightman. Full Council approved the 2013/14 budget.</p> <p>Mrs L Parker proposed the purchase of a new laptop for the Clerk, seconded by Mr M Fisher. It was agreed a hardware figure of £1000 and software of £500.</p> <p>iv) A new bank mandate was presented and will be completed by new signatories at the end of the meeting. Clerk confirmed that Councillors are not required to present ID at the bank.</p>	<p><u>F&GP Cttee</u></p> <p><u>Clerk</u></p> <p><u>Clerk</u></p>
8	<p><u>Burial Ground Committee:</u></p> <p>i) The minutes of the Burial Ground Committee held on 04/12/2012 were approved.</p> <p>ii) The minutes of the Burial Ground Committee held on 04/12/12 were received by Full Council.</p> <p>iii) Mr D Weightman confirmed that the Clerk had succeeded in getting Biffa to remove the refuse from the Burial ground but that the way forward is not yet known; access to the Burial Ground has changed since Biffa took on the contract in 2003. Clerk is currently in communication with Biffa and Paul Barton at TDC. Court Farm Lane has been resurfaced but the yellow lines are not completed. Clerk to contact Surrey Highways to ascertain the date the lines are being painted. It was also highlighted by Mrs K Weightman that fly tipping is being done in the bins and concern was expressed about what is being dumped.</p>	<p><u>Clerk</u></p> <p><u>Clerk</u></p>

	Mr D Weightman made a point that one option may be to remove the bin and request that visitors to the Burial Ground take their refuse away with them but it goes against the wish of the Parish Council.	
9	<p><u>Staffing Committee:</u></p> <p>i) The next Staffing Committee meeting is scheduled for 4th March at 0845 in the Jack Farrell room at TDC. Mr M Fisher is concerned regarding the number of hours that the Clerk is currently doing. It was agreed the Clerk should submit a schedule of her hours to the Chairman at the next Staffing Committee meeting.</p>	<u>Clerk</u>
10	<p><u>Chairman's announcements:</u></p> <p>i) Mrs L Parker thanked all those who attended the pre Christmas drinks at her house. All who attended had enjoyed the event and thanked the Chairman for her hospitality.</p>	
11	<p><u>Clerk's report:</u> on actions taken since the last meeting.</p> <ul style="list-style-type: none"> • Communicated with TDC regarding the siting of the sign at Ellice Road carpark. Clerk to confirm to Mrs L Parker who she has communicated with. • Communicated Robert Wingates details to the workman replacing the bench in Hurst Green • Communicated the positive comments regarding the burial ground to ProGround • Clerk contacted Royal British Legion regarding the cleaning of the Oxted memorial. They are happy for our contractor to clean it. Quote received and available to meeting. This to be tabled at the next Burial Ground Committee meeting. • Communicated with SCC regarding the zebra crossing on Station Approach. Mr M Fisher provided some background information to the Councillors regarding the costs, the safety audit and the decision made by the highway engineers based on the safety audit. Mrs L Parker questioned whether resurfacing was included in the same budget of £150k for crossings etc. Mr M Fisher confirmed that resurfacing was a separate budget. • Responded to numerous letters and emails received. • Regular visits to the burial ground to monitor the upkeep • Frequent communications with Biffa to get the refuse cleared away. - ongoing • Booked attendance at the Cemetery Legal Compliance course. • Applied for membership of Institute of Cemetery and Crematorium Management • Circulated tender application documents to 6 organisations for the maintenance contract of the burial ground. • Attended the Surrey Rural Partnership conference in Dorking • Dealt with burial ground issues and internments. • Maintained the financial records 	<p><u>Clerk</u></p> <p><u>Clerk</u></p>

12	<p><u>Correspondence:</u> FOR INFORMATION</p> <ul style="list-style-type: none"> • Hurst Green News – December 2012 and January 2013 copies passed round at the meeting. • Draft Surrey Local Flood Risk Management Strategy for comment – Received after deadline • Churches together in Oxted and District – Annual Report 2011/12 • Surrey County Playing Fields Association Annual Report & Accounts 2011/12 <p>FOR ACTION</p> <ul style="list-style-type: none"> • Sussex Community Rail Partnership meeting – responses to questions raised at meeting. Copy circulated at meeting. Mrs L Parker thanked the resident for attending the meeting and circulating the subsequent information. • Precept letter from TDC 	<p><u>Clerk</u> <u>Clerk</u></p>
13	<p><u>Annual Parish Assembly</u> The Annual Parish Assembly to be held in the South of the Parish this year. It was agreed the Clerk will book Hurst Green Community Centre for Monday 29th April from 6pm for setup and commencement at 8pm until 10pm. Mrs L Parker will provide details to the Clerk of a speaker for the evening.</p>	<p><u>Clerk</u> <u>LP</u></p>
14	<p><u>Finance</u> i) The Cheque List, as listed in Appendix 2, was approved for payment. The list was circulated at the meeting as none of the Councillors had received the email.</p>	<p><u>Clerk</u></p>
16	<p><u>Parking & Traffic Matters / SCC Highways Matters</u> Mrs B Harling raised the issue of grit bins. A local family are willing to look after the grit bin but the cost of purchase is prohibitive. The pathway/right of way between Holland Road & Mill Lane is dangerous and requires a grit bin. Clerk to contact Nick Skellit regarding the supply and filling of a grit bin for this area. The grit bin outside Moorhouse School has now disappeared and this is another one which needs replacing. It was agreed that Mrs S Hayward include that the Parish Council is not responsible for grit bins on the roads and pavements as this is the responsibility of Surrey Highways.</p>	<p><u>Clerk</u> <u>SH</u></p>
17	<p><u>Matters for inclusion on future agenda</u></p> <ol style="list-style-type: none"> i) Youth considerations – improvements to skateboard facilities in Hurst Green ii) Training of youth iii) Youth Leader to be invited to Annual Parish Assembly. iv) 2013 project on next agenda 	<p><u>Clerk</u></p>
	<p>There being no further business to discuss, the Chairman thanked everyone for attending and closed the meeting at 9.00 pm.</p>	

CHEQUE LIST - 08.01.13

Appendix 2

A) FOR NOTING

Cheque number	Amount £	Payee
2019	2670.00	ProGround - Burial Ground Maintenance
2020	70.00	Lanacre - fallen tree removal
2021	140.06	Biffa - waste removal - burial ground
2022	543.93	HMRC - 3 months PAYE/NI
2023	694.08	Clerk Nov Salary & Expenses
2024	950.00	R Hayward - Old Oxted Memorial
2025	815.00	Ovenden Signs - Old Oxted Memorial

B) FOR APPROVAL

Cheque Number	Amount	Payee
2026	480.00	ProGround -Burial Ground Maintenance
2027	143.71	Sue Hayward - Domain site for OPC
2028	665.52	Clerk December Salary & expenses
2029	1000.00	Master Park - 3 rd quarter
2030	32.94	Sue Hayward - Queens Diamond Jubilee expense

Burials
784 Whitlock
534 Root

G of R
8c Leigh