

# OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held in the Meeting Room, the Community Hall, Church Lane, Oxted on Tuesday 9<sup>th</sup> July 2013 at 7.35pm.

Mrs K Weightman (KW)  
Mr P Whitehurst (PW)  
Mrs E Parker (EP)  
Mrs B Harling (BH)  
Mrs S Hayward (SH)  
Mr S Paterson (SP)  
Mr R Wingate (RW)  
Mr Terry Dillon (TD)

Mrs Maureen Gibbins  
Clerk to Oxted Parish Council

## MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.  
Cllrs. D Weightman and M Fisher attending another meeting, Cllr P Bush due to illness and Cllr D Wallace who had a school function to attend.
2. **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.*  
There were none.
3. **Public session:** A resident attended the meeting and reported the overgrowth of hedges outside Layhams and opposite Blue House Lane and 2 Barrow Green Road. Clerk to follow up with SCC. **Clerk**  
  
Concern was also expressed regarding the roundabout along Church Lane which is overgrown with weeds. Clerk to contact TDC. **Clerk**  
  
Clerk offered to speak to organizations and businesses who may be willing to sponsor the roundabout. **Clerk**
4. **Minutes:** The minutes of the Annual Statutory meeting held on 14<sup>th</sup> May and the Special Council meeting held on 11<sup>th</sup> June 2013 were approved by all present and signed by the Chairman.
5. **Queen's Diamond Jubilee Committee:**
  - i. Update to Council – Mr Wingate reported the only outstanding item is the installation of the play equipment. Planning application has been submitted and acknowledgement is awaited. Clerk to follow up. **Clerk**  
Pole to be painted with child friendly paint. Clerk to confirm. **Clerk**
6. **Planning Committee:**
  - i. Planning Committee: Council approved the minutes of the Planning Committee meetings held on 21/05/13, 11/06/13 and 02/07/13.
  - ii. Full Council received the minutes of the Planning Committees 21/05/13, 11/06/13 and 02/07/13.

7. **Burial Ground Committee:**

- i. Thanks to clerk for compiling the regulations. It was agreed that 3.1 should be changed to read 'Admission to the burial ground is permitted between 9.00am and dusk'. The regulations were approved by Council. Clerk will now ensure all burial grave and garden of remembrance plot purchasers will receive a copy of the regulations, plans and fees. The documents will also be sent to all funeral directors who use the Oxted Burial Ground. **Clerk**

8. **Chairman's announcements**

CCTV – The Chairman updated the Council regarding the update which Inspector Angie Austin gave OPC at its last meeting. It was confirmed that the Parish Council originally gave money to enable the police to have CCTV. Mrs E Parker confirmed money was also provided for a pole and camera to be installed in Hurst Green. After discussion it was agreed that Shop watch is very successful and CCTV is not beneficial to the area. The Parish Councillors agreed unanimously that the Parish Council cannot afford to fund the CCTV and have to be aware that they are guardians of public money. Clerk to communicate decision to Inspector Angie Austin. **Clerk**

TDC have allocated £50k of s106 monies for Skatepark in Mill Lane, Hurst Green. The original skatepark was vandalised. Clerk to contact Steve Hyder at TDC for an update and to ascertain whether additional funding is required for any equipment. **Clerk**

Parish Newsletter – a sample newsletter was circulated at the last Parish Council meeting. It was agreed OPC will publish a newsletter early in 2014. Clerk needs articles/reports/photos of councillors/planting bulbs/burial ground/grant aid/Master Park/highways update. The newsletter needs to be readable and promote general meeting/ meeting dates. Clerk requires information by September. **ALL**

9. **Highways** – Mr S Paterson reported that potholes have been filled in Barrow Green Road. Mrs B Harling further confirmed that she has reported a number of highway issues pertaining to potholes, signposts and overgrowth of hedges etc and all have been, or are being, dealt with within 24 hours to 4 days. Clerk to follow up the situation regarding the delivery lorries accessing Boots pharmacy which are damaging pavements. **Clerk**

Clerk reported the obstructions outside the burial grounds. Clerk is concerned regarding the accessibility for vehicles attending funerals. Mrs K Weightman agreed to position cones in view of the funerals scheduled for 10<sup>th</sup> and 11<sup>th</sup> July. Clerk to communicate the concerns to PC Tristan Barnett. **KW  
Clerk**

Mrs B Harling raised concerns regarding the staples etc. being used to affix notices to the Parish Council notice boards. It was agreed the Clerk to contact offenders when identified. Notices detailing what fixings and notices are permitted to be attached to all notice boards by the clerk. **Clerk**

10. **Clerk's report:** on actions taken since the last meeting. **Attached**

11. **Correspondence:** List was emailed prior to the meeting. Clerk tabled a letter which had been handed to Mrs B Harling regarding the 410 bus route and a particularly unhelpful bus driver. A request was made in the letter for an additional bus stop in Warren Lane. Mrs E Parker reported that District councillors went around the district late in 2012 and a site was identified before the Warren Lane junction;

another site was in Mill Lane opposite the playing fields. Mrs E Parker will provide Clerk with the details. Clerk to write to the bus company regarding the situation and reply to the resident. Councillors in agreement for bus stop. **Clerk**

12. **Items for consideration at future meetings**

Review of Committee structure at September meeting. Clerk to provide comparison between prior and now.

Chief Executive Louise Round is attending September meeting.

13. **Finance**

i. To agree the cheque list, as listed in appendix 2 **Attached**

Cheque list agreed Proposed: Mr P Whitehurst; Seconded: Mrs E Parker. All present in favour.

ii. Mrs E Parker confirmed that the increased working hours of the Clerk had been agreed by the Staffing Committee.

Meeting ended at **2035**

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**Date of the next meeting Tuesday 10<sup>th</sup> September 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](http://www.oxted-pc.org.uk)

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