

## OXTED PARISH COUNCIL

### Minutes of the meeting of Oxted Parish Council held in the Meeting Room, the Community Hall, Church Lane, Oxted on Tuesday 12<sup>th</sup> March 2013 at 7.35pm.

**Present:** Mrs E Parker (EP)  
Mrs D Wallace (DWa)  
Mr T Dillon (TD)  
Mr R Wingate (RW)  
Mrs K Weightman (KW)  
Mr D Weightman (DWe)  
Mr P Bush (PB)  
Mrs B Harling (BH)  
Mr S Paterson (SP)

**Mrs Maureen Gibbins**

**Clerk to Oxted Parish Council**

1. **Apologies for absence:** to receive and accept apologies for absence.  
Mr Martin Fisher, Mrs Sue Hayward, Mr Paul Whitehurst
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:** There was one member of the public present at the meeting who raised the issue that the previous clerk's details are still on the website. Clerk to check and amend as necessary. **Clerk**  
the resident also raised the issue of the beacon on the crossing on Bluehouse Lane which is obscured by bushes. Clerk to contact Surrey Highways and report. **Clerk**
4. **Minutes:** To approve the Minutes of Full Council meeting held on 8<sup>th</sup> January 2013 .  
Minutes were signed by the Chairman as a true record
5. **Staffing Committee:**
  - i. Staffing Committee: to approve the minutes of the Staffing Committee meeting held on 04/03/13.
  - ii. Full Council to receive the minutes of the Staffing Committee 04/03/13. The minutes were received and approved by full council
6. **Queen's Diamond Jubilee Committee:**
  - i. Cllr R Wingate updated Council regarding the outstanding items relating to the Queen's Diamond Jubilee. The bench has been reinstalled in Hurst Green Road and is Anchored safely. The fun ball game equipment for children which had been installed in Master Park, but subsequently removed following complaints from residents regarding the bright colour of the equipment, is being reassessed regarding the relocation in a less visible position. It is hoped that the repositioning of the fun ball equipment can be completed before the end of March 2013. There may be a small cost for the resiting but there is approximately £1400 of the original budget remaining.  
The bulbs which were planted in September are beginning to emerge.  
Cllr Wingate confirmed he has submitted the report for the Annual Assembly and the Committee will stand down at the end of March.
7. **Planning Committee:**

- i. Planning Committee: to approve the minutes of the Planning Committee meetings held on 15/01/13, 05/02/13 and 26/02/13.
- ii. Full Council to receive the minutes of the Planning Committees 15/01/13, 05/02/13 and 26/02/13. The minutes following the three meetings were approved and received by the Council.

**8. Finance & General Purposes Committee:**

- i. Finance & General Purposes Committee: to approve the minutes of the Finance & General Purposes meeting held on 29/01/13.
- ii. Full Council to receive the minutes of the Finance & General Purposes Committee 29/01/13. The minutes following the F & GP meeting were approved and received by the Council.

**9. Burial Ground Committee:**

- i. Burial Ground Committee: to approve the minutes of the BG Committee meeting held on 05/03/2013.
- ii. Full Council to receive the minutes of the BG Committee 05/03/13. The minutes following the Burial Ground meeting were approved and received by the Council
- iii. Plot size and memorials - Cllr D Weightman reported that a resident attended the last Burial Ground meeting and complained that the issues he had raised in a letter had not been satisfactorily addressed. The resident has requested an increase in the pot size from 2ft 6 x 5ft to 3ft x 6ft plus approval of a double memorial over both plots. It was agreed by Full Council that the plots were purchased on the basis of the regulations and that no variance on these is possible. Cllr D Weightman and the Clerk to draft a firm but kind reply to the resident.

**DWe  
Clerk**

Cllr D Weightman confirmed a site plotting meeting is being held at the burial site on Saturday 6<sup>th</sup> April. Due to a number of issues the Clerk is convening a site meeting with the funeral directors to reinforce the regulations.

**Clerk**

- iv. The Clerk has received a complaint from a relative regarding the level of fees for a non residential burial when one member of a family is buried and owns a plot. Clerk has provided a copy of the complaints procedure to the relative which is now to be adhered to. Cllrs. D Weightman, Bush and Harling will sit on the panel and Cllrs Parker, Wallace and Dillon will sit on the Appeals panel. The Clerk will circulate possible dates to all relevant councillors.

**Clerk**

**10. Chairman's announcements**

The Chairman thanked everyone for their good wishes during her recent illness.

- i. Notice Boards – The Chairman stressed the importance of agendas being put on notice boards and for the boards to be kept up-to-date. Cllr B Harling has been removing tacks which have been used to secure notices. It was agreed that only drawing pins are to be used. Cllr P Bush offered to help with the removal of the offending tacks if required. It was further agreed that only Council notices and charity notices are to be on the notice boards and not Private organisations.  
Cllr K Weightman enquired as to the situation regarding the refurbishment of the notice board with sundeala board at the end of Gordons Way. Clerk was not aware of the issue but agreed to follow up.  
Cllr B Harling reported that the double sided board on Pollards OakRoad by the shops requires repairing. Clerk will organise the repair.
- ii. Annual Reports – The Chairman requested that all reports be submitted to the Clerk by 22<sup>nd</sup> March at the latest to enable the Clerk to circulate to Council members for comment as required.

**Clerk**

**Clerk**

**Cllrs**

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

The Clerk confirmed the actions undertaken since the last meeting. The Clerk met with the MD of Proground Ltd and agreement was reached regarding the upkeep of the Oxted Memorial. It was proposed by Cllr D Weightman and seconded by Cllr D Wallace that the contract with Biffa be terminated and that Proground Ltd take over the removal of

refuse from the Burial ground; the motion was carried by Council.

**Clerk**

Cllr R Wingate raised the issue regarding the number of F & GP meetings. It was agreed that the meeting to approve the Grant applications can be authorized at the Council meeting on 14<sup>th</sup> May. Grant applications are due in by 1<sup>st</sup> May and the Grant Working Party consisting of Cllrs. K Weightman, Harling, Wallace, Paterson and Bush will meet on 7<sup>th</sup> May to consider the applications. Clerk to issue the application notices for the notice boards. Venue for the Working Party meeting to be confirmed.

**Clerk**

The Clerk tabled the request for payroll to be undertaken by an independent Payroll Clerk. A number of other Parish Councils are going down this route whereby the Clerk is the sole employee. The cost of the service is £40 per annum. The council approved the request subject to agreement by Cllr Fisher.

**Clerk**

12. **Correspondence:** as listed in Appendix 1 **Attached**

Grit licences have been received by the Clerk; the Chairman confirmed that the grit bins are in-situ although one is located in Limpsfield. The Chairman also confirmed that the grit bin for between Holland Road and Mill Lane is in hand with Nick Skellett.

The Clerk will follow up the situation regarding the missing grit bin outside Moorhouse School.

**Clerk**

The Council agreed to renew the subscription to Surrey Hills Society in the sum of £20; the Cheque will be signed following this meeting.

13. **Annual Parish Assembly – Monday 29<sup>th</sup> April 2013 :**

The York Rooms are booked for arrival at 1845

Surrey & Sussex Probationary Service is speaking

As many as possible to help set up - 7pm all councillors to set up table and chairs, York

Rooms has its own crockery and glasses

Tablecloth and Biscuits – Denize Wallace

Flowers – Karen Weightman

Crisps – Terry Dillon

Water, jug and glasses – Liz Parker

Wine – Martin Fisher **clerk to ask**

Fruit juice, sparkling water – Robert Wingate

Milk, tea, coffee - Barbara Harling

Badges - Maureen Gibbins (clerk)

7:30 2 councillors to greet VIPS – Liz Parker & David Weightman

All councillors keep eye out for visitors

Denize Wallace & Robin Parker to serve tea & coffee

9:30 all to help clear up

**Clerk**

Clerk agreed to include SCC - Highways - on agenda in future

**Clerk**

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

a. Parish Newsletter - clerk updated council on proposal. General agreement - issues around distribution. On May agenda, costings, delivery, website

b. General discussion re planning applications but left to planning meetings

15. **Finance**

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

Proposed: Cllr Terry Dillon

Seconded: Cllr David Weightman

**Date of the next meeting Tuesday 14<sup>th</sup> May 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)

Mrs Maureen Gibbins, Parish Clerk, Salmons, Salmons Lane, Whyteleafe, Surrey CR3 0HB  
Phone 07510 226989