

OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held in the Meeting Room, the Community Hall, Church Lane, Oxted on Tuesday 12th November 2013 at 7.35pm

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

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

The Chairman held a 2 min silence for the late Cllr Peter Bush. Thanks for attending funeral and for donations

MINUTES

- 1. Apologies for absence:** to receive and accept apologies for absence.
Mrs Sue Hayward due to work commitment.
- 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 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.*
One member of the public attended. Nothing to raise.
- 4. Minutes:** The Minutes of the Full Council meeting held on 10th September 2013 were signed as a true record following 4 minor grammatical changes.
- 5. Queen's Diamond Jubilee Committee:**
 - i. RW reported that the play equipment has now been installed however the pole still requires painting black.
The Chairman reported that following the installation of the play equipment she has received a telephone call from Master Park who had received telephone calls from residents complaining about the colour; also the siting of the play equipment does not comply with the position on the planning application. Following lengthy discussion it was agreed that RW would meet with the Master Park Management Committee and discuss the way forward. RW is to propose that the play equipment be painted in situ as per the planning application and as a consequence the

incorrect position in relation to the planning permission might be acceptable to Master Park Management Committee. The original proposal was for the pole to be painted black and the ball green with yellow rims however, this does not comply with being beneficial for the visually impaired.

RW

If it transpires that Master Park do not wish to have the play equipment a new site needs to be identified. A suggestion of Bushey Croft was made although a football club now has a lease on the site. There was discussion regarding the possibility of a new planning application, and the relevant fee, having to be submitted.

6. Planning Committee:

- i. Planning Committee: Council approved the minutes of the Planning Committee meetings held on 24/09/13, 15/10/13 and 05/11/13.
- ii. Full Council received the minutes of the Planning Committees 24/09/13, 15/10/13 and 05/11/13.

7. Burial Ground Committee:

- i. Burial Ground Committee: Council approved the minutes of the Burial Ground Committee meeting held on 17/09/13.
- ii. Full Council received the minutes of the Burial Committee 17/09/13.
- iii. Burial ground working party – this will be held between 2pm and 4pm on Saturday 16th November. All who are free are welcome to attend and help.

ALL

8. Staffing minutes

- i Staffing Committee: Council approved the minutes of the Staffing Committee held on 16/09/13
- ii Full Council received the minutes of the Staffing Committee 16/09/13

9. Chairman's announcements

- Youth equipment – Clerk is waiting to hear from Louise Round at TDC. Clerk has followed up with email to Louise Round and Steve Hyder. EP reported she had attended a Police Panel meeting in Oxted South where the issue of youth equipment was raised and was to be encouraged.
- Parish Newsletter – Clerk showed an outline of the draft newsletter. Articles are urgently required to enable this project to proceed. All Councillors are encouraged to contribute. **Clerk ALL**
- Salt Spreaders – Clerk is liaising with shops in Oxted South regarding the need, storage and use of the salt spreader. The Clerk now has a picture of the spreader to show to shopkeepers. **Clerk**
- Planter Maintenance – EP has received communication from a Councillor in Limpsfield regarding the planting of the roundabout by Master Park and the planters outside Costa/Intersport. Clerk will contact Steve Hyder at TDC regarding the roundabout however, the planters are the responsibility of Costa/Intersport. Clerk will respond to the councillor accordingly. **Clerk**
- Terms of References – revision of the Terms of Reference is ongoing. **Clerk**
- Election – TDC has set the date for the By-election for Thursday 9th January 2014 at the Community Centre in Oxted South. The election will cost the Parish between £4000 and £5000. Clerk will circulate the timetable once received from TDC. **Clerk**
- Notice boards – All were requested to keep notice boards up to date. Final repairs are being completed prior to notices being displayed detailing what is permitted on the boards. **Clerk ALL**
- EP kindly agreed to maintain the notice board by King George V field until a new Councillor is elected. **EP**
- Website – Concern was expressed that the Clerk is unable to access/update the website. It was agreed the Clerk will speak to Caterham Computers to identify a way forward. **Clerk**

9. Highways

BH reported that the Circular seat around tree in Hurst Green is in need of repair. Clerk will check the Parish insurance policy to see if it is covered. **Clerk**

BH provided the Clerk with a list of highway issues which she has reported.

Grit bin near Moor House school not been replaced . Clerk will follow up. **Clerk**

Clerk to follow up with the bus company the possibility of a bus stop in Warren Lane. **Clerk**

Concern was expressed regarding the flooding on A25 Tandridge roundabout. Clerk to write to Highways and cc'd to Clerk at Tandridge requesting a supporting letter from them to Highways. **Clerk**

10. Clerk's report: on actions taken since the last meeting. To follow

Report circulated prior to the meeting.

11. Correspondence:

- Hurst Green School – Change of name to Hurst Green Infant School and Nursery.
- Surrey County Playing Fields Annual Report and fee request – It was agreed the to pay the £10 fee
- SLCC AGM notice - noted
- War Memorials Trust information – EP enquired whether the Trust would cover the memorial at Hurst Green too. Clerk to check. **Clerk**

12. Items for consideration at future meetings

Nothing was suggested

13. Finance

- i. To agree the cheque list, as listed in appendix 2. List circulated prior to the meeting. DW proposed, MF seconded; all agreed
- ii. Income & Expenditure. Clerk is authorised to transfer funds from deposit account to current account. It was agreed £5k transfer to current account.
- iii. After discussion it was agreed to increase the Grant Aid from £4k to £5k.
- iv. BDO audit report – The Clerk highlighted the issues raised in the annual audit report. The Councillors noted the comments.
- v. Oxted Chamber of Commerce request for funds for the Christmas lights - £3500 shortfall. After discussion it was agreed to offer a maximum of 25% of the total coast or £1500 whichever was the lower figure. It would be helpful to know the total cost and requirements earlier in the year in future. Clerk will notify the Oxted Chamber of Commerce. **Clerk**

Meeting closed at 2110

Chairman informed Councillors there would be lunchtime drinks in the New Year with the new councillor.

Date of the next meeting Tuesday 14th January 2014 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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