

# OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held in the Meeting Room, the Community Hall, Church Lane, Oxted on Tuesday 11<sup>th</sup> March 2014 at 7.35pm

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

Mrs Maureen Gibbins  
Clerk to Oxted Parish Council

## MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.  
Mrs Sue Hayward - social event
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 was 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.*  
Two members of the public attended
4. **Minutes:** To approve the Minutes of the Full Council meeting held on 14<sup>th</sup> January 2014 .  
Following correction of Item 10 Highways, bullet point 4 to remove that “there is not a pavement” on Rockfield Road as Rockfield Road does have a pavement however there is not one on Wolfs Hill.  
The minutes were signed as correct.
5. **Queen's Diamond Jubilee Committee:**
  - i) Play equipment update - RW reported that the fun ball equipment has been approved following the second application to agree the colour and position. The equipment has been painted green and black. There is a minor issue with the top ball entrance which RW will address with Master Park Management.

RW

**6. Planning Committee:**

- i) Planning Committee: Council approved the minutes of the Planning Committee meetings held on 28/01/14 and 18/02/14.
- ii) Full Council received the minutes of the Planning Committees 28/01/14 and 18/02/14.

**7. Burial Ground Committee:**

- i) Burial Ground Committee: Council approved the minutes of the Burial Ground Committee meeting held on 04/03/14.
- ii) Full Council received the minutes of the Burial Ground Committee 04/03/14.
- iii) Working Party date was agreed for 5 April 2014 commencing at 0930 and all welcome to attend when free.

ALL

**8. Finance**

- i) To agree the cheque list, as listed in appendix 2. Cheque list agreed by DWe and seconded by DWa. Carried.
- ii) Income & Expenditure sheets were tabled at the meeting. MF explained the figures and that the income and expenditure to 11 months was actual however he had forecast the year end figures on the bases of known expenditure. There has been a heavy expenditure in the burial ground due to the storms and income was lower than in previous years as less external burials. It was agreed the Burial Ground DWe Committee will review fees in June 2014. MF will write a report for the annual report.

MF

**9. Chairman's announcements**

- **Parish Newsletter** – The first newsletter was tabled and is being circulated via County Border News and a distribution company within the next 7 days. Congratulations were expressed to the Clerk for the work in getting the newsletter compiled and distributed. RW suggested that future editions may be kept to one sheet of A4. All were requested to let the Clerk know when they received the newsletter via the delivery arranged. ALL
- **Risk Assessment** – The Chairman reported that a review of the risk assessment should be a regular action. The Clerk has updated and reviewed the risk assessment and requested all Council members to notify of any additions amendments prior to the May Council meeting. ALL
- **Standing Orders** – The Standing Orders sections 25 to 28 have been updated to take into account the amalgamation of F & GP and Staffing into full council. The changes were approved by the council. It was also agreed that the reference to chairman being masculine should be updated to indicate either masculine or feminine. CLERK
- **Annual Reports** – The Clerk had circulated the annual reports and welcomes any comments. RW highlighted discrepancies in the Staffing report which the Clerk will amend. CLERK
- **Annual Parish Assembly** – All members to arrive at 6.45 to 7 to help set up. ALL  
MF – wine & glasses; DWa – tablecloth & biscuits; KW – flowers;  
EP water and glasses for top table; RW – water & soft drinks;  
BH - milk, tea, coffee & sugar; DWa and RP – serve tea/coffee,  
7:30 KW & PW to greet speaker and guests; TD, SB and SP to serve drinks.  
Badges – Clerk. Tables under alcove, broken horseshoes. Vote of thanks by PW.

Clerk to check whether speaker requires projection equipment.  
Invite Sam Gymiah to APA.

CLERK  
CLERK

- Grant Aid – Posters have been emailed and are to be displayed on notice boards. ALL  
The meeting to review the applications will be held on Wednesday 7<sup>th</sup> May at 7:30pm at the house of DWa. Councillors in attendance will be SB, KW, DWa, PW, SP and BH.

**10. Highways**

- It was agreed there are a lot of pot holes however SCC are working full out dealing with the flooding in the area particularly in Whyteleafe and Woldingham and therefore some patience and understanding is required.
- BH reported she has attended the meeting of Local Committees to raise her concerns of the flooding in Tanhouse Road. She is having a site visit with Nick Skellet to highlight the issues with him.
- The Parish Council was advised that Beatrice Road and Ellice Road are being resurfaced on 16<sup>th</sup> March however a date for the reconstruction of Amy Road has not, as yet, been confirmed.
- Potholes are currently being patched
- BH expressed her thanks to Nick Skellet for funding 2 grit bins for Mill Lane although they are not in situ yet.

**11. Clerk's report:** on actions taken since the last meeting.  
Circulated prior to the meeting.

**12. Correspondence:**

- ICCM journal
- Surrey youth small grants - application to be submitted for grant to put towards seating at skate park

CLERK

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

- Master Park donation to be reapproved at may meeting
- May meeting thoughts on which committees like to serve on.
- How or deal with large controversial applications (planning to discuss). Clerk to draft procedure in line with TDC. Must be seen to be fair and open. CLERK  
It would be beneficial for members of the Planning Committee to attend the district planning meeting which is scheduled for 20 March.
- Notice Boards to be maintained.
- Flower Beds

Meeting closed at 9:15

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**Date of the next meeting Tuesday 13<sup>th</sup> May 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](http://www.oxted-pc.org.uk)

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