

OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held in the Meeting Room, the Community Hall, Church Lane, Oxted on Tuesday 10th March 2015 at 7.35pm

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

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

MINUTES

- 1. Apologies for absence:** to receive and accept apologies for absence.
Councillors L Parker and S Blunden due to prior meeting commitments.
No communication received from Councillor S Hayward
- 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.*
Cllr. B Harling declared an interest in item 7 iii) relating to Oxted United Charities nomination.
- 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.*
There was none
- 4. Minutes:** The Minutes of the Parish Council meeting held on 13th January 2015 were agreed and signed as a true copy .
Updates: Seating at skateboard park – Seating is now in situ at the park
Newsletter – Clerk has second draft of the newsletter which is in the process of being proofread. The newsletter will be circulated in the County Border News week ending 10th April. A separate distribution will be undertaken to roads where the County Border News is not delivered.

Website – the new website will be live by week commencing 16th March 2015

Car in burial site – the police arranged the removal and return of the car to its owner.

Wooden framework in burial ground – Clerk arranged the removal of this by ProGround Ltd. There was a fee of £15 +VAT for the removal which, at this stage, will not be reclaimed from the resident.

Yellow lines at burial ground – Dwe will follow up with County Councillor Nick Skellett.

Shakespeare memorial – the was removed by local stonemasons and is being stored until it can be replaced in the burial ground. **Action: Clerk to follow up to ensure the stonemasons have been paid for the removal and storage.**

Wolfs Hill – Clerk reported that dropped litter was on a 12 week rota and this has been increased to an 8 week rota. This will be monitored by Cllr. Blunden.

Grit Bin at Coldshott – Cllr Harling confirmed that the grit bin still has not been replaced. **Action: Clerk to follow up**

5. Planning Committee:

- i) Planning Committee: Full Council approved the minutes of the Planning Committee meetings held on 20/01/15, 10/02/15 and 03/03/15.
- ii) Full Council received the minutes of the Planning Committees on 20/01/15, 10/02/15 and 03/03/15.

6. Finance

- i) Accounts which had been previously circulated were presented by Cllr M Fisher. Burial income has increased and reserves are now £33k. The Parish Council has, in the past year purchased the curvy seat for the skateboard park and contributed to the Chamber of Commerce Christmas lights for Oxted. Although the accounts are £4/ £5k down on 4 years ago there has been some unexpected expenditure with 2 bye-elections and the financing of an interim Clerk and a crossover of Clerks. M Fisher stressed that the figures are to the end of February and there are still the March figures to be incorporated, once known. Cllr. B Harling expressed her disappointment that the Parish could not fund the road closure for the Remembrance Day service in Hurst Green. The Chairman highlighted that a number of issues were related to this viz: risk assessment, list of volunteers and marshalling.

M Fisher spoke to the accounts. Burial income increased. Reserves £33k. One month of costs to go in. Bought the curvy seat and gave to Christmas lights, over 4 years of office £4-5k down, couple of extra elections, interim clerk, all good.

Shame could not financially support the road closure of Hurst Green for Remembrance Day.

7. Chairman's announcements

- i) CIL – The Chairman attended a presentation at TDC on the Community Infrastructure Levy (CIL) - can attract 15% of the CIL of the overall cost of the development, the funds must be spent, within 5 years of receipt, on an appropriate item which has to be prior approved by TDC. The CIL is payable to Parish Councils twice a year. Not all

developments attract CIL such as retirement homes, conversion of business to residential.

It was agreed the Parish Council needs to draw up a list of projects for approval by TDC to ensure that projects are in place when the CIL is available. General discussion ensued regarding the implications of the system.

- ii) Encouraging involvement of young people – Cllr. D Wallace highlighted the difficulties that youngsters have in identifying opportunities for volunteering to work towards the Duke of Edinburgh award. After discussion it was agreed a list will be compiled of youth groups and uniformed organizations which will be listed on the Parish website. Parish to be proactive in promoting this to the relevant organizations.
Action: Clerk to compile list
- iii) Oxted United Charities nominations. The Chairman reported that a trustee has had to stand down due to ill health. Mrs Joan Blackpool has volunteered to stand. Proposed by KW, Seconded by PW, all were in favour.
- iv) Annual Parish Assembly and reports – Dwa confirmed the planning report will be forwarded to the Clerk on 11 March. **Action: DWa**
- v) Risk Assessment & Standing Orders – Clerk reported the risk assessment and standing orders have been reviewed and updated. There were minor date changes to the risk assessment.
Action: Clerk to email to all Councillors
- vi) Burial ground working party - The Chairman reported that the Clerk had visited the burial ground and reported that there is some clearance of broken pots and dead flowers on burial plots to be removed. It was agreed the Clerk will identify a convenient date for a brief working party and advise the Councillors accordingly.
Action: Clerk to advise

8. Highways

Cllr. Harling expressed her disappointment that the promised resurfacing of Hurstlands has not been undertaken. A few pot holes have been filled. DWe confirmed he would speak to County Councillor Nick Skellett regarding the resurfacing of Hurstlands and Gordons Way. The Chairman reported that the two roads in question had not been mentioned on the latest list of roads to be resurfaced. **Action: DWe**

9. Clerk's report: on actions taken since the last meeting. Report was circulated and the Clerk highlighted a few of the actions in addition to the usual tasks undertaken.

10. Correspondence: as listed in Appendix 1

The Chairman raised the issue of the letter, which all Councillors had seen, from a local resident regarding the fees at Oxted burial ground and the implications to those who are outside the Oxted boundary. A draft reply was tabled however, after substantial discussion it was agreed that the Clerk will redraft incorporating comments raised by Councillors.

Action: Clerk to redraft

11. Items for consideration at future meetings

Grant aid allowance

Inclement weather

Parish Watch system

Encouraging the involvement of young people and how to achieve

12. Thanks and achievements

The Chairman thanked all the Councillors for their services over the past 4 years and highlighted some of the achievements:

Burial ground is looking beautiful and, with the Clerks weekly visits, any issues are quickly resolved. A party in the park was held for the Diamond Jubilee, new benches were installed and play equipment in Master Park and King George 5th playing fields. Planting of bulbs in honour of the Queens Diamond Jubilee.

Planning Committee meet every 3 weeks and the chairman inputs a lot of time and effort in the interim – thank you Denize Wallace.

Seating has been installed at the burial ground and by the skate board park.

Notice boards have been repaired and maintained and this is an ongoing action.

The Parish Council has distributed the first newsletter and the second one is about to go to print.

Thanks were expressed to the Clerk for all her efforts since her appointment.

13. Responsibilities for Annual Parish Assembly

Tablecloths and biscuits – Dwa

Table Decorations – Kwe

Crisps – TD

Water jug and water – LP

Wine, fruit juice and sparkling water – MF

Tea/Coffee/milk – BH

Name tags – Clerk

PW and TD to serve drinks

BH/LP/RP to serve tea and coffee

All to arrive at 1845 to set up.

All Councillors to welcome guests however Chairman and Vice-Chairman to welcome guest speakers.

Cllr. Paul Whitehurst will give a vote of thanks to the speakers

Date of the next meeting Tuesday 12th May 2015 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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