



OXTED PARISH COUNCIL

Minutes of the Annual Statutory meeting of Oxted Parish Council held in the
Meeting Room, the Community Hall, Church Lane, Oxted
on Tuesday 12th May 2015 at 7.35pm

Mrs Karen Weightman (KW)
Mr David Weightman (DW)
Mrs Liz Parker(LP)
Mr Colin David (CDa)
Mr Martin Fisher (MF)
Mr Paul Whitehurst (PW)
Mrs Barbara Harling (BH)
Mrs Katherine Saunders (KS)
Mrs Claire Dillon(CDi)
Mr Terry Dillon(TD)
Mrs Beverley Connolly (BC)

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

MINUTES

1. **Election of a Chairman for 2015/16**
Cllr Karen Weightman – Proposed by Cllr Elizabeth Parker; Seconded by Cllr Martin Fisher
Election was carried with 2 abstentions.
Declaration of Acceptance of Office was signed by the Chairman.
2. **Election of a Vice-Chairman for 2015/16**
Cllr Paul Whitehurst – Proposed by Cllr Terence Dillon; Seconded by Cllr Elizabeth Parker
Election was carried with 2 abstentions.
3. **Apologies for absence:** to receive and accept apologies for absence.
Stephen Blunden apologies accepted due to his attendance at a meeting for which he is a Trustee.
4. **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. Barbara Harling declared an interest in item 11iv as she is a Trustee to Oxted United Charities.

5. **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 present.

6. **Minutes:** The Minutes of the Full Council meeting held on 10th March 2015 were agreed and signed as true copy.

The minutes of the Annual Parish Assembly will be emailed to all new councillors.

Action: Clerk

7. **Planning Committee:**

- i) Planning Committee: Full Council approved the minutes of the Planning Committee meetings held on 24/03/15, 14/04/15 and 05/05/15.
- ii) Full Council received the minutes of the Planning Committees 24/03/15, 14/04/15 and 05/05/15.
- iii) The Chairman reported that a request had been received for a brief report regarding the number of applications received.
 - 32 Applications received
 - 14 Received no comment from the Parish Council
 - 13 Applications were left to TDC officers
 - 1 Application was left to the Arboriculturist to advise
 - 2 Applications had concerns raised by the Parish Council due to change of street scene and another not to be sold as a separate dwelling.
 - 2 Applications were objected to by the Parish Council due to development on green belt and the other was high fence encouraging unacceptable youth behaviour.MF thanked the Chairman for the report and confirmed that this report highlights any issues that need to be addressed.
- iv) Election of members to serve on the Planning Committee
The following Councillors agreed to serve on the Planning Committee:
Cllrs. Liz Parker, Colin David, Terry Dillon, Beverley Connolly, Karen Weightman and Katherine Saunders.

8. **Finance**

- i) To agree the cheque list. It was Proposed by Liz Parker and Seconded by Barbara Harling that the cheque list be approved. All in favour.
- ii) End of year accounts – It was agreed to hold an extraordinary Council meeting for the purpose of agreeing and signing the annual return. The meeting will be held at 1845 on Tuesday 16th June at OCH. KS tendered her apologies.
- iii) To agree the grant aid allowance for 2015/16. It was proposed by Martin Fisher and Seconded by Liz Parker that the allowance be increased from £4000 to £5000. All were in favour.
- iv) It was agreed that a Finance Group be formed to approve payments and discuss the annual budget prior to submission to Full Council for approval. The Finance Group will comprise of Cllrs. Martin Fisher, Terry Dillon and Colin David. It was additionally agreed that a receipts and expenditure in comparison to budget will be circulated to all Councillors at the bi-monthly parish council meetings.

Action: Clerk

9. **Burial Ground Committee:**

- i) Burial Ground Committee: Full Council approved the minutes of the BG Committee meeting held on 17/03/15.
- ii) Full Council received the minutes of the BG Committee 17/03/15.
- iii) Election of members to serve on the Burial Ground Committee.
The following Councillors agreed to serve on the Burial Ground Committee:
Cllrs. David Weightman, Barbara Harling, Liz Parker, Claire Dillon and Karen Weightman

10. **Grant Aid**

To agree the members of the working group and set a date for the review of the applications received.

The following Councillors agreed to serve on the Grant Aid working group:

Cllrs. Karen Weightman, Paul Whitehurst, Claire Dillon, Beverley Connolly, Barbara Harling, Colin David and Stephen Blunden. The meeting to consider all applications will be held on Tuesday 2nd June at 1930 at Silkham Road.

11. **Chairman's announcements**

- i) Insurance renewal – premium is on the cheque list and the lower level has been maintained
- ii) Approval of internal auditor – Proposed by Karen Weightman and Seconded by Martin Fisher that Alison Hillman continue as the Internal Auditor. All in favour
- iii) Tackle the litter in Hurst Green – Clerk received an email from a resident of Hurst Green regarding the litter on the corner of Hurst Green Road and Hurst Green Close. This has been reported to TDC and the situation is being reviewed and Clerk will report the outcome. LP reported that the top of the green at Hurst Green is also badly littered.
Action: Clerk
- iv) Appointment of Mr C Berry as Nominative Trustee and Clerk to the Oxted United Charities. BH declared her interest in this item and refrained from voting. It was proposed by Karen Weightman and Seconded by David Weightman. All in favour
- v) It was agreed that Staffing issues can be addressed at the September Full Council meeting in the part II section of the agenda.
- vi) Responsibilities – The Clerk highlighted all the areas for which the Councillors have a responsibility. An updated list including all the new Councillors will be circulated
Action: Clerk

12. **Highways**

Various items were reported:

- Gully drain by Broadham house has sunk
- Tree branch is hanging down over Holland Lane by Red Lane
- Old Oxted – weeds are very high. These are cut by SCC
- DW received an email from a resident regarding pot holes at Hurstlands which he has reported to CC Nick Skellet and has received a holding reply.
- Hurstlands is currently scheduled to be resurfaced in October 2015 having been postponed from February 2015.
- MF enquired whether the Parish Council had been consulted regarding the zebra crossing on the A25; it was confirmed that the Parish had not been consulted however, it was highlighted that the crossing is in Limpsfield.

- KS reported that the railway bridge at Red Lane will be closed between September and October.

Action: KS to forward email to Clerk for onward circulation to Councillors

13. Clerk's report: on actions taken since the last meeting.

Clerk had previously circulated the report. No comments were raised.

14. Correspondence received: Only one item of correspondence was received and this was the annual report from The Orpheus Centre. A note of thanks to all supporters, including OPC, was included in the report.

15. Items for consideration at future meetings

- Inclement weather – It was agreed to include this item on the September Parish Council agenda.
Action: Clerk to instigate the receipt of 'gritting' emails.
- Parish Watch Sytem – it was agreed the best route for this is the Parish newsletter and the Churches together meeting. LP raised the issue of the non receipt of the newsletter by a large number of residents. Clerk confirmed she has not had any feedback from delivery company however she will follow up.
Action: Clerk to follow up
- Planning policies – consultation documents to be circulated. Clerk to circulate the Strategic housing document to all prior to upcoming deadline.
Action: Clerk
- CIL projects – include on July Parish Council agenda. Clerk is attending a session regarding CIL on 10th June at TDC and report back to Council.
- Neighbourhood plans – include on July Parish Council agenda
- Involvement of young people and how to achieve – Clerk reported that she has discussed this issue with TVSC and the manager of the local volunteer centre and there is not an easy system to set up. LP held 2 mock debates at TDC with children from local schools and it proved very interesting for the pupils.
Discussion ensued regarding the scout hut at Hurst Green. It was agreed that the Clerk will write to TDC expressing concern about the status of the hut.
Action: Clerk
- CDa enquired regarding training for new councillors. Clerk will email details
Action: Clerk
- MF enquired regarding the situation with the burial ground. It was agreed the fees and regulations will be reviewed at the forthcoming Burial Ground meeting and reported to Full Council. LP tendered her apologies for the forthcoming Burial Ground meeting.

Meeting Closed at 9:20

Date of the next meeting Tuesday 14th July 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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